



Basic QuickBooks Online  
Hands-On Technical Training  
Participant Workbook



# Course Introduction

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## ***Course Design***

Welcome to the Basic QuickBooks Online Hands-On Technical Training. This course has been designed to overview ‘how’ and ‘when’ Lodge Administrators, Chapter Treasurers, and/or Moose Legion Secretaries will use QuickBooks Online (QBO) to track and record their FRU’s financial data.

This course will be presented via a combination of Instructor lecture and demonstration. Practice activities are included after each demonstration to assure that students are comfortable with software operations. Practice Scenario Software will be used for student exercises.

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## ***Course Goal***

At the end of this course, you should be able to access QuickBooks Online to enter, maintain, and report financial data associated with Fraternal Unit business operations.

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## ***Course Materials***

In addition to the QuickBooks Online Workbook and the supplemental QuickBooks Online Training Job Aid, the following materials may be referenced throughout this course. These additional resources can be accessed and downloaded from the Training website.





- Moose International QuickBooks Online Quick Reference
- Sales Tax Calculator
- Creating Shortcut in Google Chrome
- Editing Your Intuit Persona

## Course Introduction, cont'd

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### *Icon Definition*

The following icons will appear throughout this manual:

<b>ICON</b>	<b>PURPOSE</b>
	IMPORTANT INFORMATION
	STEP-BY-STEP COMPUTER PROCEDURE
	SUPPLEMENTAL RESOURCE(S)
	TRAINING EXERCISE

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# 1 – QuickBooks Online Introduction

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## **Objectives**

At the end of this lesson, you will be able to:

- Access QuickBooks Online (QBO) and become familiar with basic screens and menu options.
- Understand the Moose ‘Chart of Accounts’ and become familiar with the chart layout, account numbering scheme, and user rules and recommendations.
- Review an example FRU ‘Balance Sheet’ and ‘Profit & Loss Statement’ to view the “type” of data that will be generated by an end-of-month report.

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## **Topics**

The following topics are covered in this lesson:

- About QuickBooks Online
- QBO Access
- QBO Dashboard View (QBO Home Page)
- Chart of Accounts (COA)
- Balance Sheet and Profit & Loss Statement Overview



## About QuickBooks Online

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### Definition

QuickBooks Online is a cloud-based accounting program that has been selected by Moose International for Lodges, Chapters, and Moose Legions as part of the LCL Web project. QBO is an easy-to-use “integrated accounting package” that will enable FRUs to enter financial information into the system once, and then save that information to all parts of the accounting system affected by the entry. This will eliminate the need for repetitive data entry.

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### QuickBooks Online Features

Refer to the table below to learn more about QBO features:

<b>What is an Accrual System of Accounting?</b>	<p>In the accrual method, income and expenses are recorded as they occur, regardless of whether or not cash has actually changed hands.</p> <ul style="list-style-type: none"><li>▪ QBO is a double-entry accounting system: 2 sides to every transaction – one <i>account is credited</i> and <i>another account debited</i> in equal amounts.</li><li>▪ <b>Records revenues when sales are made</b> - not when payment is received! – In the form of Sales Receipts</li><li>▪ <b>Records expenses when they are incurred</b> - not when payment is issued! – In the Form of Bills</li><li>▪ Features savings, investments, manual payroll, and important control &amp; reporting capabilities</li></ul>
<b>How/When Will My Unit Use it?</b>	<p>QuickBooks Online should be used on a computer using Windows 10 with a 1.5 Mbps internet connection (or higher):</p> <ul style="list-style-type: none"><li>▪ To track FRU income &amp; expenses</li><li>▪ To enter and pay bills</li><li>▪ To enter receipts and make deposits</li><li>▪ A Chart of Accounts is provided for easy reference and tracking of individual transactions.</li></ul>
<b>Any Other Special Features?</b>	<p>Several levels of payroll accounting services are available directly through <i>Intuit</i> on a subscription basis, and are not required:</p> <ul style="list-style-type: none"><li>▪ Payroll Tax Filings &amp; Payments can be scheduled, depending on subscription.</li></ul>

## QuickBooks Online Access

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You can access the QBO login window by opening your Internet Browser, clicking on a shortcut, a favorite or by entering the URL (website address) in your web browser address bar. Intuit supported browsers are: Google Chrome, Mozilla Firefox and Microsoft Edge.

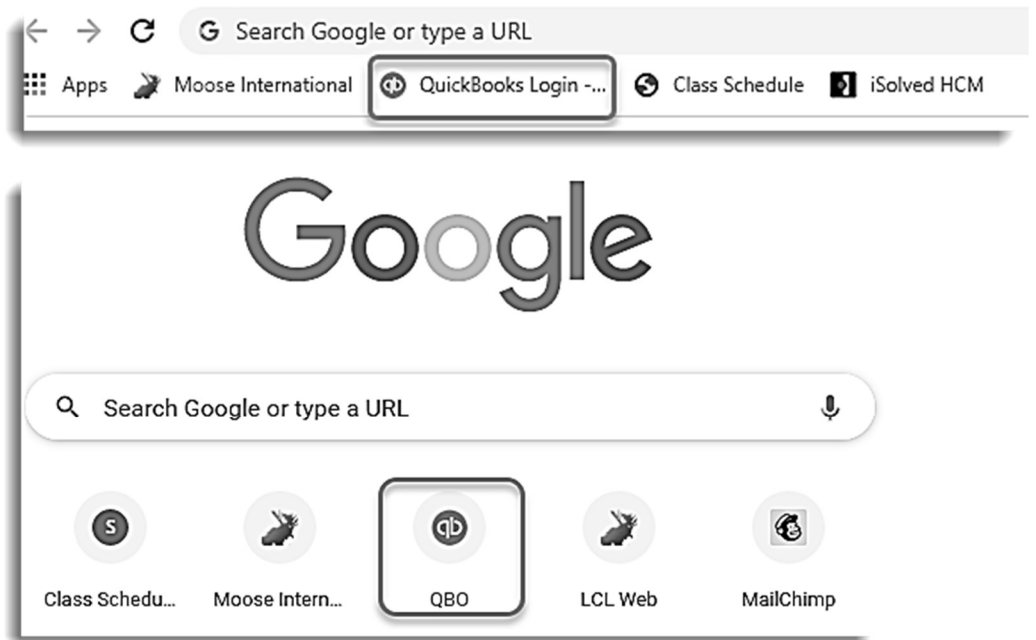
### To Access QuickBooks Online Sign In Screen From Web Browser Address Bar:

1. Click inside the address bar, type:  
qbo.intuit.com



### To Access QuickBooks Online Sign In Screen From A Shortcut or Favorite:

1. Click the QBO Login from the Bookmarks Bar.
2. Click the QBO Shortcut from your Google homepage.



## QuickBooks Online Access, cont'd

The QuickBooks Online Sign In page will appear. After entering your login credentials, you will be routed to the Select Company Screen.

### 🔑 Next Step For Either Method:

- 1a. Enter User ID – this is usually your personal email address.  
Enter your Password. Click Sign In.

intuit  
quickbooks turbotax

### Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)

Sign in with Google

OR

User ID  
mpowelson@mooseintl.org

Password  
••••••••

Remember me

Sign In

The QBO Choose Company screen appears.

- 1b. Choose the appropriate company.

### Select Company

Search...

Accountant companies

cheryl.volden@verizon.net's Company >

QBO companies

122 Ogallala >

1464 Oxnard >

# QuickBooks Online Alternate Side Menu

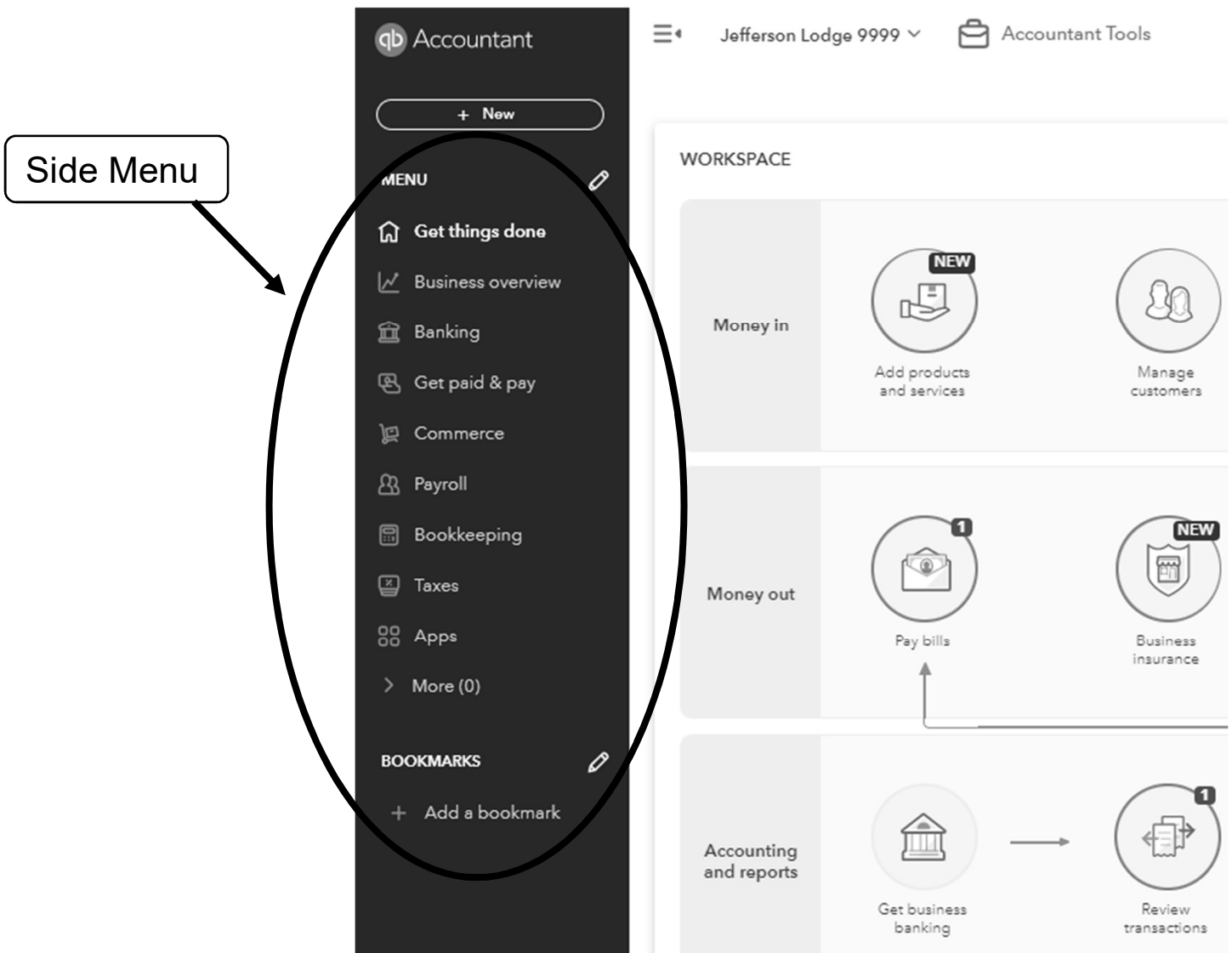
## When to Use

If the “Side Menu” is the same as that pictured below, this procedure is used to change the “Side Menu” back to the standard view used in this training.

### To Change the Side Menu:

Follow the steps below to change the Side Menu from the alternate view back to the view used in this training.

1. Check whether the Side Menu needs to be changed by comparing the Side Menu with that shown below and if it is the same, use the following procedure to change the Side Menu.



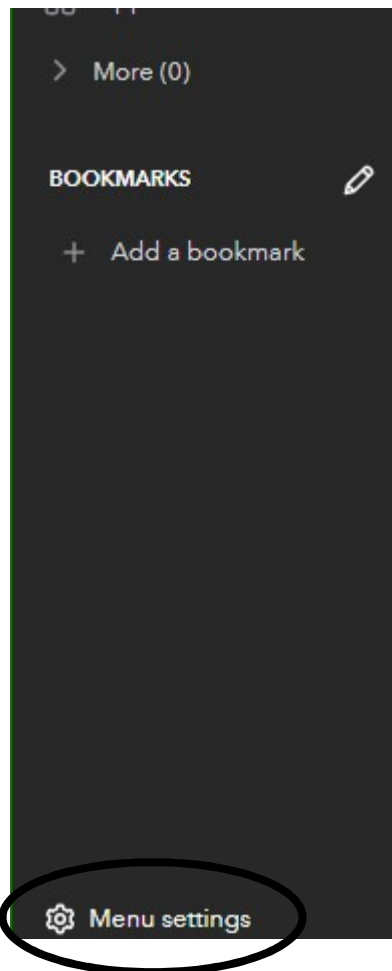
*(procedure continued on the next page)*

## QuickBooks Online Alternate Side Menu, cont'd

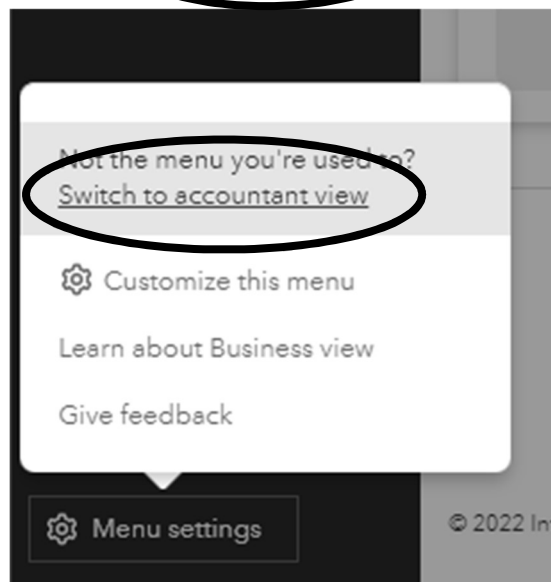
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📄 Continue with the steps below to change the Side Menu to the one used in this training.

2. At the bottom of the Side Menu Click on the Menu Settings link.



3. A message box will pop up. Click on "Switch to accountant view"
4. The Side Menu should now match the Side Menu used in this training.

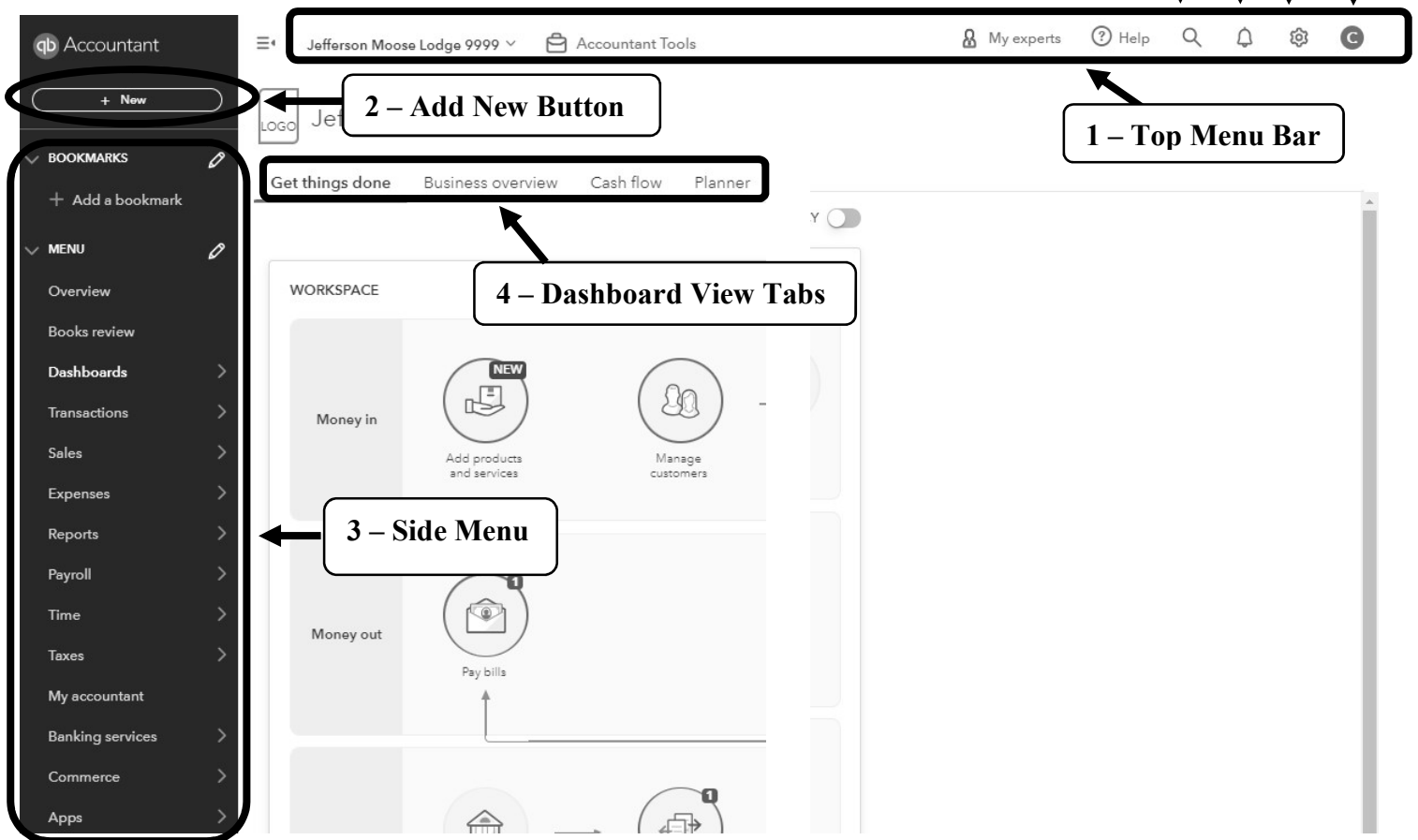


# QuickBooks Online Dashboard View

The graphic below identifies the different sections of the QuickBooks Online Dashboard which acts as the Home Page for QuickBooks Online, if you get confused about where you are in QuickBooks Online click on Dashboard and start over from this point.

## 1 – Top Menu Bar

- *Company* – FRU’s name displayed here
- *My Experts* – lists FRU’s accountant, if applicable
- *Help* – enter all of your How do I? questions here
- *Search* – use this area to search for transactions by type, account, name, amount, etc.
- *Notifications* – information and announcements from Intuit
- *Gear Icon* – an area to complete administrative tasks
- *User First Initial* – manage your Intuit account & sign out



## 2 – Add New Button (+ New)

- New transactions start here

## 3 – Side Menu

- Simple ways to find specific information or go to different processes

## 4 – Dashboard View Tabs

- *Business overview* (as shown) – displays widgets containing banking and key information such as cash flow, Profit & Loss, Expenses, etc.
- *Get things done* – provides access to shortcuts and bank registers

# Chart of Accounts

## 1000's Account

### Assets

Things or Money that the Lodge Owns  
Building, Property, Inventory, Bank Accounts, Petty Cash

## 2000's Account

### Liabilities

Money that is Collected for Another Entity  
Endowment, Sales Tax, Member Dues

Money that is Owed on a long-term or short-term basis until paid off  
Mortgage, Loans, Bills, Contract Obligation

## 3000's Account

### Equity

Financial Value of the Lodge on a long-term basis  
This is the total of what is left over at the end of each fiscal year, added together  
over the lifetime of the Lodge.  
**DO NOT USE THESE ACCOUNTS**

## 4000's Account

### Income

Money Collected by the Lodge for the Lodge  
Sales, Donations, Rentals, Gaming, Other Income

## 5000's Account

### Expenses

Money spent by the Lodge  
SQ Items, Donations to Other Entities, Supplies, Utilities, Salaries

**Balance  
Sheet  
Accounts**



**Profit and  
Loss  
Report  
Accounts**



# Chart of Accounts (COA)

## Purpose

The **Chart of Accounts** is the core of your computerized accounting system.

- The Chart of Accounts consists of **Parent/Primary Accounts** and **Child/Sub-Accounts**.
  - Parent/Primary Accounts are at the left.
  - Child/Sub-Accounts are indented under a Parent/Primary Account.
- This account structure will make your financial reports and statements easier to read and understand.
- Chart of Accounts numbering scheme helps classify FRU Income, Expenses, Liabilities and Assets. Parent/Primary Accounts are described in the graphic on the next page.



**NOTE:** If your COA is not structured like the chart to the right click on the word “Type” at the top of the column and it should re-sort correctly – you may need to click on the word “Type” twice to get the desired sort

- Moose International has already pre-configured the QuickBooks Online Chart of Accounts for use in your FRU.

Parent/Primary  
Accounts  
(all end with .00)

Chart of Accounts			
Number	Name	Type	Detail Type
1000.00	1000.00 Cash	Bank	Checking
1005.00	1005.00 General Checking	Bank	Checking
1006.00	1006.00 Bingo Checking	Bank	Checking
1007.00	1007.00 Gaming Checking	Bank	Checking
1008.00	1008.00 Other Checking 1	Bank	Checking
1009.00	1009.00 Other Checking 2	Bank	Checking
1010.00	1010.00 Savings	Bank	Checking
1020.00	1020.00 CD's	Bank	Checking
1025.00	1025.00 Petty Cash	Bank	Checking
1100.00	1100.00 Receivables	Accounts receivable (A/R)	Accounts Receivable (A/R)
1105.00	1105.00 NSF Checks	Accounts receivable (A/R)	Accounts Receivable (A/R)
1199.00	1199.00 Undeposited Funds	Other Current Assets	Undeposited Funds
1300.00	1300.00 Inventory	Other Current Assets	Other Current Assets
1310.00	1310.00 Resale Merchandise	Other Current Assets	Other Current Assets
1320.00	1320.00 Bingo Inventory	Other Current Assets	Other Current Assets
1325.00	1325.00 Gaming Inventory	Other Current Assets	Other Current Assets
1330.00	1330.00 Beer Inventory	Other Current Assets	Other Current Assets
1335.00	1335.00 Liquor Inventory	Other Current Assets	Other Current Assets
1340.00	1340.00 Wine Inventory	Other Current Assets	Other Current Assets
1345.00	1345.00 Misc. Bar Merchandise	Other Current Assets	Other Current Assets
1350.00	1350.00 Kitchen Inventory	Other Current Assets	Other Current Assets
1500.00	1500.00 Due From other FR Unit	Other Current Assets	Other Current Assets
1505.00	1505.00 Due from other FRU	Other Current Assets	Other Current Assets
	Inventory Asset	Other Current Assets	Inventory
	Uncategorized Asset	Other Current Assets	Other Current Assets
1700.00	1700.00 Building and Property	Fixed Assets	Other fixed assets
1705.00	1705.00 Lodge Home/Building	Fixed Assets	Other fixed assets
1710.00	1710.00 Other Property	Fixed Assets	Other fixed assets
1715.00	1715.00 Bldg Lease/ Imprvmnts	Fixed Assets	Other fixed assets
1800.00	1800.00 Furniture and Equipment	Fixed Assets	Other fixed assets
1805.00	1805.00 Furn, Fixt and Equip	Fixed Assets	Other fixed assets
1810.00	1810.00 Accum Depreciation	Fixed Assets	Other fixed assets
2000.00	2000.00 Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)
2075.00	2075.00 Other Payables	Other Current Liabilities	Other Current Liabilities
2200.00	2200.00 Payroll and Benefit	Other Current Liabilities	Other Current Liabilities
2205.00	2205.00 Compensation	Other Current Liabilities	Other Current Liabilities
2210.00	2210.00 Pavroll Tax Liabilities	Other Current Liabilities	Other Current Liabilities

**Please NOTE:** There will be some accounts created by Intuit without account numbers. DO NOT TOUCH these accounts.



## Chart of Accounts (COA), cont'd

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### More About Child/Sub-Accounts

Though Moose International has already pre-configured the Chart of Accounts for FRU operations, it is possible to add or modify Child/Sub-Accounts to help customize your financial statements. Before you add or modify Child/Sub-Accounts, please be aware of the following:


- Child/Sub-Accounts are attached to Parent/Primary Accounts\*.
- Child/Sub-Accounts are indented in the Chart of Accounts.
- If a new Sub-Account needs to be created, it is important that the Sub-Account:
  - Is in the proper numbering sequence (with similar Child/Sub-Accounts).
  - Is at the correct sub-account level in the Chart of Accounts outline.

*\*NOTE: The Parent/Primary Account must not contain any transactions – the Parent/Primary Account collects, or rolls up, transactions from all associated Child/Sub-Accounts.*

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### Chart of Account Rules:

Follow the rules below when working with the QuickBooks Online Chart of Accounts:

	Rule #	Rule
	1	<b>DO NOT change Parent/Primary Accounts!</b> They are pre-set by Moose International
	2	<b>NEVER add a sub-account to another sub-account.</b>
	3	Child/Sub-Accounts are used to record transaction details. You CAN add or modify a sub-account. If you add or modify a sub account, be sure that it follows the proper numbering sequence.

**NOTE:** If you are adding a new sub-account and have questions about the numbering scheme, please contact your Territory Manager for assistance.

## ***Balance Sheet & Profit & Loss (P&L) Statement Overview***

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QBO generates a 'Balance Sheet' and 'Profit & Loss Statement' to summarize FRU financial data for both the FRU and Moose International. Both 'Parent/Primary' and 'Sub-Account' numbers can appear on these reports. Key areas and important totals are briefly identified on the example Balance Sheets and P&L Statements on the following pages.

## Balance Sheet Overview

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000.00 Cash	
1005.00 General Checking	28,324.34
1010.00 Savings	2,509.70
1040.00 Credit Card Clearing	-1,859.50
<b>Total 1000.00 Cash</b>	<b>28,974.54</b>
<b>Total Bank Accounts</b>	<b>\$28,974.54</b>
Other Current Assets	
1199.00 Undeposited Funds	0.00
1300.00 Inventory	
1310.00 Resale Merchandise	153.18
<b>Total 1300.00 Inventory</b>	<b>153.18</b>
<b>Total Other Current Assets</b>	<b>\$153.18</b>
<b>Total Current Assets</b>	<b>\$29,127.72</b>
Fixed Assets	
1800.00 Furniture Fixtures & Equipment	
1805.00 Paraphernalia	4,151.32
1810.00 Accum Depreciation	-1,049.87
<b>Total 1800.00 Furniture Fixtures &amp; Equipment</b>	<b>3,101.45</b>
<b>Total Fixed Assets</b>	<b>\$3,101.45</b>
<b>TOTAL ASSETS</b>	<b>\$32,229.17</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.00 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
2300.00 Other Liabilities	
2305.00 Sales Tax Liabilities	1,938.25
<b>Total 2300.00 Other Liabilities</b>	<b>1,938.25</b>
2500.00 Due to Other FRU	
2505.00 Endowment	470.00
2510.00 Application Fees to MI	20.00
2515.00 ABCD/Per Capita to MI	356.00
2520.00 Dues to be Paid at Lock Box	30.00
<b>Total 2500.00 Due to Other FRU</b>	<b>876.00</b>
<b>Total Other Current Liabilities</b>	<b>\$2,814.25</b>
<b>Total Current Liabilities</b>	<b>\$2,814.25</b>
<b>Total Liabilities</b>	<b>\$2,814.25</b>
Equity	
3000.00 Opening Balance Equity	7,481.15
3900.00 Retained Earnings	14,535.09
Retained Earnings-1	875.21
Net Income	6,523.47
<b>Total Equity</b>	<b>\$29,414.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$32,229.17</b>

Things the  
Lodge Owns

Money  
Collected for  
or Owed to  
Others

Lodge  
Financial  
Value

## Profit & Loss (P&L) Statement Overview

	TOTAL
<b>Income</b>	
4000.00 Dues and Fees Income	
4005.00 Membership Dues	1,715.00
4015.00 Life Membership	800.00
<b>Total 4000.00 Dues and Fees Income</b>	<b>2,515.00</b>
4225.00 Social Quarters Sales	
4230.00 Beer Sales Income	11,980.43
4231 Draft Beer Sales Income	8,159.59
4235.00 Liquor Sales Income	14,479.91
4240.00 Wine Sales Income	2,077.63
4245.00 Misc Merch Sales Income	2,610.29
<b>Total 4225.00 Social Quarters Sales</b>	<b>39,307.85</b>
4250.00 Kitchen Sales	
4255.00 Food Sales Income	8,895.03
<b>Total 4250.00 Kitchen Sales</b>	<b>8,895.03</b>
4300.00 Donation Income	
4305.00 Misc Donation	300.00
<b>Total 4300.00 Donation Income</b>	<b>300.00</b>
4600.00 Other Income	
4615.00 Misc Income	153.00
<b>Total 4600.00 Other Income</b>	<b>153.00</b>
4700.00 Special Proj and Committees	150.00
<b>Total Income</b>	<b>\$51,320.88</b>
<b>Cost of Goods Sold</b>	
5025.00 Social Quarters COGS	
5030.00 COGS - Beer	4,857.85
5031.00 COGS - Draft Beer	1,924.00
5035.00 COGS - Liquor	4,772.26
5040.00 COGS - Wine	471.25
5045.00 COGS - Misc Merch	1,664.00
<b>Total 5025.00 Social Quarters COGS</b>	<b>13,689.36</b>
5050.00 Kitchen COGS	
5055.00 Food - Cost of Goods Sold	7,425.75
<b>Total 5050.00 Kitchen COGS</b>	<b>7,425.75</b>
<b>Total Cost of Goods Sold</b>	<b>\$21,115.11</b>
<b>GROSS PROFIT</b>	<b>\$30,205.77</b>
<b>Expenses</b>	
5100.00 Payroll & Benefits	
5110.00 Salary Expense FRU	7,931.44
5115.00 Payroll Tax Expense FRU	223.37
<b>Total 5100.00 Payroll &amp; Benefits</b>	<b>8,154.81</b>
5225.00 SQ Supplies & Misc.	
5240.00 Miscellaneous SQ Supplies	1,300.78
5241.00 Cable TV Service	260.43
<b>Total 5225.00 SQ Supplies &amp; Misc.</b>	<b>1,561.21</b>
5250.00 Kitchen Supplies & Misc	
5255.00 Kitchen Supply Expense	686.66
<b>Total 5250.00 Kitchen Supplies &amp; Misc</b>	<b>686.66</b>
5300.00 Donation Expense	
5301.00 Scholarship & Mainetenance	20.00
5302.00 Special Project	30.00
<b>Total 5300.00 Donation Expense</b>	<b>50.00</b>
5700.00 Special Project & Com	
5729.00 Activities/Sports Committee	100.00
<b>Total 5700.00 Special Project &amp; Com</b>	<b>100.00</b>
<b>Total Expenses</b>	<b>\$22,551.37</b>
<b>NET OPERATING INCOME</b>	<b>\$7,654.40</b>
<b>NET INCOME</b>	<b>\$7,654.40</b>

**Where  
Money  
Comes From  
to the Lodge**

**Where the  
Lodge  
Spends  
Money**

## ***2 – Enter Receipts & Deposits***

---

### ***Objectives***

At the end of this lesson, you will be able to:

- Enter a ‘Sales Receipt’ to record money received.
- Refer to a Fraternal Unit Payout Detail Report to enter a ‘Dues & Fees’ Receipt
- Record and View Deposits

---

### ***Topics***

The following topics are covered in this lesson:

- Create a Sales Receipt
- Create a Dues & Fees Receipt
- Make Deposits

# Create a Sales Receipt

## When to Use

All monies/receipts collected by an FRU must be matched up with QBO sales receipts. These receipts will be selected later on when deposits are made in QBO.

When a Sales Receipt is created, two things happen. The receipt amount is 1) applied to the proper QBO account, and 2) recorded in the QBO '1199.00 – Undeposited Funds' account.

- The 1199.00 Undeposited Funds account serves as a 'virtual safe' (holds money until deposits are made in QBO).
- After deposits are entered into your Checking Account:
  - Account 1199.00 will show a zero balance
  - Actual deposit amount will appear in your Checking Account

## To Enter a Sales Receipt:

Follow the steps below to enter a sales receipt for money collected from a bake sale, an endowment fund collection, etc.

1. Click on the **+New** button and under the **Customers** section, click on **Sales Receipt**.

**Sales Receipt #35** Help X

Customer:  Email:  Cc/Bcc:   
 Send later

AMOUNT: **\$0.00**

Billing address:  Sales Receipt date:  Sales Receipt no.:

Tags:  Manage tags

Payment method:  Reference no.:  Deposit to:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Add lines

Subtotal: \$0.00

Message displayed on sales receipt:

Message displayed on statement:

Need help with sales tax? [Learn more](#)

Select a sales tax rate:

Total: \$0.00

Amount received: \$0.00

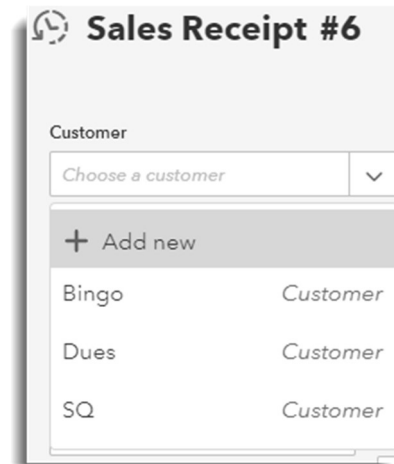
Cancel

*(procedure continued on the next page)*

## Create a Sales Receipt, cont'd

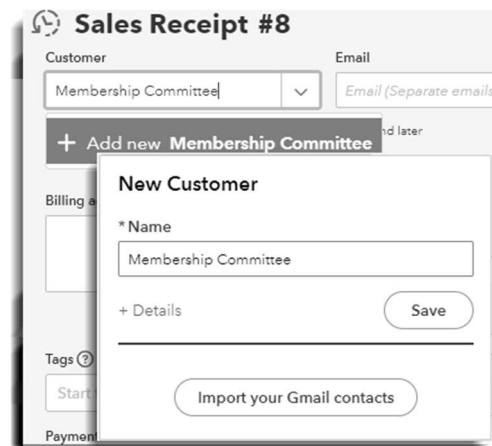
📄 Continue with the steps below to finish entering the sales receipt.

2. In the **Customer** field, identify where the funds were received from (e.g., Weekly Receipts, Star Chairman, Membership, Endowment.)
  - a. Type in the desired Customer and select the Customer from the generated drop-down list, or
  - b. Click on the Down Arrow to access the drop-down list to select a Customer from the list.



**Note:** Use 'Add New' if your choice is not in the list.

- a. Click Save to add customer to the **Customer** list. You will not see the Customer list at this time.
- b. Selecting the **+ Details** link will prompt the Customer Information window, which should not be needed for standard customers.



3. In the **Sales Receipt Date** field, drop-down to enter the Date the funds were received.

- Date on official business receipt, or end of the week for the weekly lodge receipts.

4. In the **Sales Receipt No.** field:
  - a. accept the auto-generated QBO number, or
  - b. manually change it to match your official business receipt.

- **NOTE:** QBO automatically assigns a Sales Receipt Number. If necessary, change the auto-generated receipt number to match your manual receipt.

5. In the **Deposit to** field, drop-down to select 1199.00 Undeposited Funds.

**Note:** This should only need to be done the first time you use a "Sales Receipt", but check it each time in case of updates to the system.

## Create a Sales Receipt, cont'd

6. In the **Product/Service** field, type or drop-down to select the first item on the receipt.
7. In the **Description** field, a basic description may be automatically entered when choosing the Product/Service, but more detailed information may be entered in the Description field as desired.
8. In the **Amount** column, enter the amount collected.
9. **Repeat Steps 6-7 for any additional items** associated with this receipt.
10. Enter information in the **Message displayed on sales receipt** field if desired.  
**NOTE:** This will not appear on the Bank Deposit.
11. Choose **Save & New** to save the Sales Receipt and open a blank Sales Receipt, if another Sales Receipt will be created immediately or **Save & Close** to save the Sales Receipt and close the window, if moving on to another transaction type. To change your choice, click on the dropdown arrow portion of the big green button.

### Weekly Lodge Receipt Example:

Sales Receipt #35
Settings Help X

Customer: Social Quarters

Email:

Send later

AMOUNT

**\$503.50**

Billing address: Social Quarters

Sales Receipt date: 11/02/2022

Sales Receipt no.: 35

Tags Manage tags

Payment method: Choose payment method

Reference no.:

Deposit to: 1199.00 Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	4230 - Beer Sales Income	Beer Sales Income	1	180	180.00		<input type="checkbox"/>
2	4235 - Liquor Sales Income	Liquor Sales Income	1	175	175.00		<input type="checkbox"/>
3	4255 - Food Sales Income	Food Sales Income	1	148.50	148.50		<input checked="" type="checkbox"/>
4							<input type="checkbox"/>

Subtotal **\$503.50**

Message displayed on sales receipt:

Taxable subtotal **\$0.00**


Need help with sales tax? [Learn more](#)







# Enter Sales Receipts

**Instructions:** enter Receipts #1-#3 below. Pay careful attention to the Item #s on the receipts.

<b>Receipt #1</b>	son, IL _____ 20 _____ (State) (Date)	No. 1005
	 <b>OFFICIAL RECEIPT</b> <b>Moose Fraternity</b> Except for Dues and Fees	
Received of <u>Youth Club</u>		\$ 178.00
One hundred seventy-eight dollars and 00/100		Dollars
Same being for <u>Bake Sale</u>		
<u>Jefferson Moose</u>		Lodge No. 9999
P/S # 4610	By <u>Administrator Bob</u>	

<b>Receipt #2</b>	son, IL _____ 20 _____ (State) (Date)	No. 1006
	 <b>OFFICIAL RECEIPT</b> <b>Moose Fraternity</b> Except for Dues and Fees	
Received of <u>Pete Space - Entertainment Chairman</u>		\$ 2500.00
Two thousand five hundred dollars and 00/100		Dollars
Same being for <u>Steak Dinner</u>		
<u>Jefferson Moose</u>		Lodge No. 9999
P/S # 4255 Food \$2000 P/S # 4805 Entertainment \$500	By <u>Administrator Bob</u>	

<b>Receipt #3</b>	son, IL _____ 20 _____ (State) (Date)	No. 1007
	 <b>OFFICIAL RECEIPT</b> <b>Moose Fraternity</b> Except for Dues and Fees	
Received of <u>Pete Becker</u>		\$ 34.75
Thirty-four dollars and 75/100		Dollars
Same being for <u>Endowment Fund - Lodge Meeting</u>		
<u>Jefferson Moose</u>		Lodge No. 9999
P/S # 2505	By <u>Administrator Bob</u>	



# Enter Sales Receipts, cont'd

**Instructions:** Review the following manual Social Quarters receipt and then enter it into QBO. Pay careful attention to the following:

- 1) QBO #s – Product and Service #'s
- 2) Total sales tax collected that needs to be entered and deposited to Account #2305.00 – Sales Tax Liabilities
- 3) Total Receipts

QuickBooks  
Product/Service #s

	Lodge No.....	Date.....
Mdsc. #1... Beer..... \$ 120.00 #4230	The Moose Fraternity	
Mdsc. #2... Liquor..... \$ 140.00 #4235	<b>SOCIAL QUARTERS RECEIPT</b>	
Mdsc. #3..... \$ _____	I Hereby Certify that the total Receipts to date are	
Total Mdse..... \$ 260.00	..... Dollars	
Donations..... \$.....	<i>Signed</i> .....	
Vend. Mach. .... \$.....	Signature of Employee	
Other..... \$.....	I Hereby Acknowledge having Received from said	
Sales Tax Collected..... \$ 26.00 #2305	Employee the above-mentioned sum of money.	
..... \$ _____	175716	<i>Signed</i> .....
Total Receipts..... \$ 286.00	Administrator	

state sales tax  
calculation

**TOTAL  
RECEIPTS**

Receipt #

# Create a Dues & Fees Receipt

---

## When to Use

Dues will be manually entered into QBO in the following situations:

- Entries will be made from the Deposit List obtained from LCL Web (Renewals paid online). Entries are for the direct deposit of dues made by Moose International into the Fraternal Units checking account for dues paid through the lockbox.
- Dues and Fees collected from new member applicants will also be entered into QBO.
- Dues for a member renewal.

## Create a Dues & Fees Receipt, cont'd

### 📁 To Enter Dues & Fees – From Deposit List:

Follow the steps below to enter dues from a deposit list report.

1. From the **+New** button **Customers** section, choose **Sales Receipt**.
2. In the **Customer** field, drop-down to select the appropriate **Dues** customer type.
3. Enter the **Date** of the **Dues Deposit** from the Deposit List.
4. Drop-down to select the **Product/Service #** for **Membership Dues** (e.g., 4005.00).
5. Enter the amount from the Deposit List in the **Amount** field.
6. Enter the **Payout ID** from the Deposit List in the **Message displayed on sales receipt** box.
7. Attach the Deposit List to the printed receipt. A pdf of the list may also be uploaded to the sales receipt in the **Attachments** section.
8. Click **Save and Close**.

**Sales Receipt #36**
⚙️ ? Help ✕

Customer: Dues | Email: Email (Separate emails with a comma) | Cc/Bcc

Send later

Billing address: Dues | Sales Receipt date: 11/02/2022 | Sales Receipt no.: 36

Tags: Start typing to add a tag Manage tags

Payment method: Choose payment method | Reference no.:  | Deposit to: 1199.00 Undeposited Funds

AMOUNT

\$44.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
+	1	4005.00 - Membership Dues	1	44	44.00	☑️
⋮	2					🗑️

Add lines Clear all lines

Message displayed on sales receipt: Payout ID

Message displayed on statement:

Subtotal: \$44.00

Taxable subtotal: \$0.00

Need help with sales tax? [Learn more](#)

Select a sales tax rate: 0.00

Total: \$44.00

Amount received: \$44.00

Cancel
Clear
Print or Preview
Make recurring
Customize
Save
Save and close



# Enter Dues & Fees Receipt #1

## – From Deposit List

### Instructions:

1. Review the example Deposit List below.
2. Create a receipt for the deposit amount to put the money into account 1199.00 Undeposited Funds.

**Exercise Note:**  
Let QuickBooks create the 'Receipt Number'

Print Deposit Details

### Fraternal Unit Payout Detail

Payout ID: 2037570  
 Charge Type: Membership Dues  
 Payee: Jefferson  
 Amount: **\$ 66.00**  
 Paid Date: 08-02-2021  
 Void Date:

Bill To	Member ID	Charge	Amount
Avery, Wanda	12345678	Dues 09/01/2021 Through 08/31/2022	\$22.00
Belser, Ben	21795612	Dues 08/01/2021 Through 07/31/2022	\$22.00
Bova, Jake	16060060	Dues 08/01/2021 Through 07/31/2022	\$22.00



## Enter Dues & Fees Receipt #2

### – New Member Application

**Instructions:** Assume that the example check shown below was written at a Moose Lodge. The \$80 total amount has been written to cover the potential Member’s Application Fee, the ABCD, and the Membership Dues. Refer to the Dues & Fees Breakdown table below to enter the Dues Receipt for this New Member. Pay careful attention to the account #s identified for each of the fund types.

### Example Check:

Pat Smith 1234 Main Street Anytown, IL 12345	Favorite Bank Jefferson, IL 12345	July 13, 2021
Pay to the Order of <u>Jefferson Moose Lodge 9999</u>		\$ 80.00
<u>Eighty dollars and 0/100</u>		Dollars
Memo <u>New Member App &amp; 1<sup>st</sup> year dues</u>	<u>Pat Smith</u>	

### Dues & Fees Breakdown:

Total Check Amount:	Membership Dues Amount (Lodge Funds)	ABCD Amount (MI Funds)	Application Fee Amount (MI Funds)
80.00	\$22.00	\$38.00	\$20.00
	Lodge Income Account # 4005.00	Pay into and from Account # 2515.00	Pay into and from Account # 2510.00

# Bank Deposits

## When to Use

After you've created receipts for money received, you will then need to make deposits in QBO to match those receipts. All deposits are calculated and saved in the 1199.00 - Undeposited Funds account until actual deposits are made in QBO. Once the deposit is made in QBO, the amount will be removed from the 1199.00 account and deposited to the appropriate cash account (e.g., 1005.00 Checking – Cash or 1006.00 Bingo).

## To Make Deposits

Follow the steps below to make an actual deposit in QBO.

1. From **+New** button **Other** section, choose **Bank deposit**.
2. In the **Account** field, drop-down to select the bank account where the deposit is to be made.
3. Enter the **Date** of the physical deposit.

**Bank Deposit** Help X

Account: 1005.00 Cash:General Checking Balance \$28,277.34 Date: 11/02/2022 AMOUNT \$44.00

Tags:  Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Dues	11/02/2022	Sales Receipt				44.00
<input type="checkbox"/>	Fundraiser	05/01/2022	Sales Receipt				300.00
<input type="checkbox"/>	Social Quarters	11/02/2022	Sales Receipt	Enter Text			503.50

1 - 3 of 3 results « < 1 > »

**Increments with each receipt selected** → Total 847.50 Selected Payments Total 44.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Other funds total \$0.00

Memo:   Print Make recurring

4. All pending receipts will appear under 'Select the payments included in this deposit' area: **click to place a checkmark next to any receipt(s) associated with the deposit** that you want to record.

- Click the box to the left of "Received from" if all receipts shown apply to your deposit.
- Note how the Payments Subtotal increments with your selections.

5. Verify Total
6. Click **Save and Close**.



## Bank Deposits cont'd

**Instructions:** Make two QBO **Bank deposits** for the receipts that are found in the Bank Deposit screen – one for the general sales receipts, and one for a combo of sales receipts. Once you've made the deposits, the receipt amounts will move from the '1199.00 Undeposited Funds' account to the '1005.00 General Checking' account.

### Deposit #1:

1. From the Bank Deposit Window, access the 'Select the payments included in this deposit' area (similar to the one shown below) to **locate, and select**, the sales receipts from Deposit #1 Note. Be sure to read the Deposit # 1 Note below.

**DEPOSIT # 1 Note** – Look for the following receipts in your 'Select the payments included in this deposit' area when making this deposit:

- \$2500.00 RCPT for a steak dinner event.
- \$34.75 RCPT for a contribution to the Endowment Fund.

**DEPOSIT # 2 Note** – Look for the following receipt in your 'Select the payments included in this deposit' area when making this deposit:

- \$178.00 Youth Club RCPT for a bake sale.
- \$8,433.93 RCPT for House Committee beer, liquor, and kitchen merchandise.

2. Verify that the total deposit was made to your '1005.00 Checking' account.

### Deposit #2:

1. Repeat Steps 1 – 2 above to make your second deposit. Pay careful attention to the 'Deposit #2 Note' shown above.



## 3 – Enter & Pay Bills

---

### **Objectives:**

At the end of this lesson, you will be able to:

- Enter bills in QBO to track and automate outstanding payments
- Pay bills
- Transfer bank account funds properly to maintain accurate Profit & Loss Statement data

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### **Topics**

The following topics are covered in this lesson:

- Enter Bills
- Pay Bills
- Transfer Funds

# Enter Bills

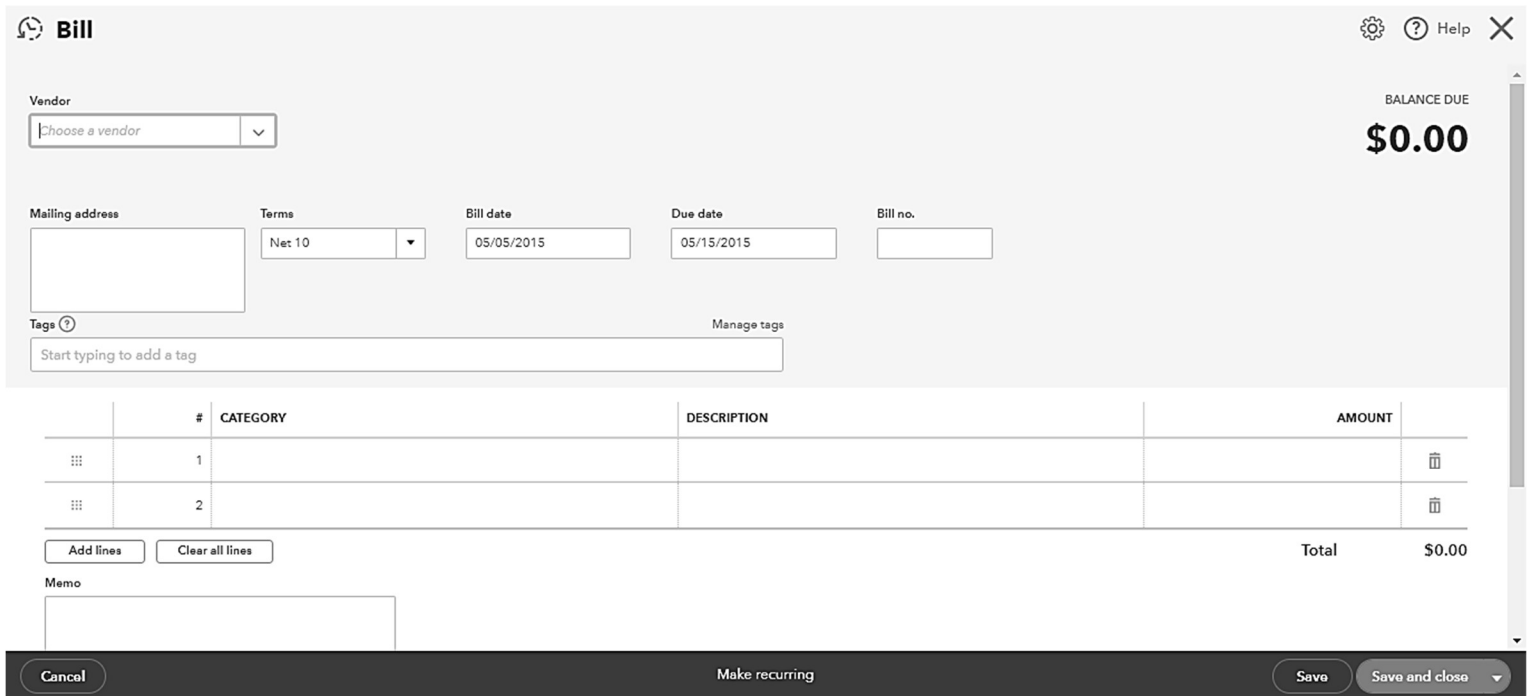
## When to Use

A Fraternal Unit is obligated to pay all bills received. QBO uses an Accounts Payable balance sheet account to temporarily record these obligations until the bills are paid. Moose International recommends that Fraternal Units enter bills into QBO as they are received (e.g., Enter Bill/Pay Bill method) so QBO can automatically track due dates and provide payment.

### To Enter Bills:

Follow the steps below to enter bills:

1. From **+New** button **Vendors** section, choose **Bill**.

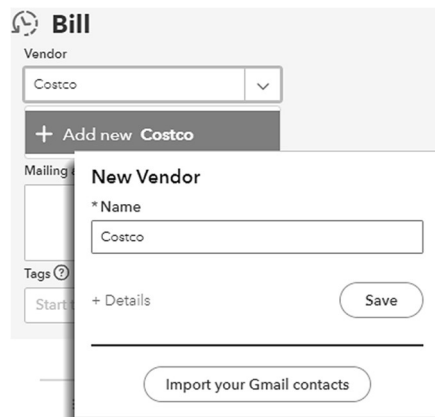


#	CATEGORY	DESCRIPTION	AMOUNT
1			
2			
Total			\$0.00

2. In the Vendor field, enter the **Vendor Name**.

If the Vendor does not appear in the list, click the

**+ Add new** button.



a. Click Save to add vendor to the **Vendor** list. You will not see the Vendor list at this time.

b. Selecting the **+ Details** link will prompt the Vendor Information window to appear.

## ***Enter Bills, cont'd***

---

3. Enter the date the bill was issued in the **Bill date** field.
  4. Enter **Due Date**.
  5. Enter the invoice number in **Bill No.**
  6. In the **Category** field, select the account where the 1<sup>st</sup> bill item will be charged.
  7. Add **Description**, if desired.
  8. Enter the **Amount** of the 1<sup>st</sup> bill item.
  9. Repeat steps 6-8 for all other items on the bill (if applicable) .
  10. Verify **Total**.
  11. **Save & Close**, or drop-down to **Save & New** if entering more bills.
-

**Instructions:**

1. Refer to Table 1 below and then enter the unpaid bills.

*Table 1: Bills:*

<b>Vendor (Bill Description)</b>	<b>Invoice #</b>	<b>Bill Amount</b>	<b>Bill Account #</b>
Mike's Equipment Repair (Copy Machine)	16	\$ 75.00	5440.00 - Office Equipment Repair
Boy Scouts of America (Donation)	20	\$ 100.00	5315.00 - Boy Scouts of America
Moose Charities (Endowment Fund)	10	\$ 34.00	2505.00 – Endowment Fund

2. Refer to Table 2 below to enter Risk Pool (Officer's Bond) and Member Service Fees payable to Moose International.

*Table 2: Moose International (MI) Consolidated Statement: 2006-02*

MI Risk Pool (Officers Bond)	\$ 415.00	5485.00 - Officers Bond Exp.
MI (Member Services)	\$ 10.00	5481.00 - Support Svcs & Fees

**Total: \$ 425.00**

## ***Pay Bills***

---

### **When to Use**

The **Pay Bills** window must be used to assure that accurate records are kept for the bill payment process, AND to assure that the Accounts Payable balance is realistic at any given time. Use the Pay Bills window:


- Even if your FRU plans to hand-write checks – the bill payment **MUST** be recorded in QBO for accurate record keeping!
- To ensure that bills are paid on a regular basis and that all available discounts have been applied.

## Pay Bills, cont'd

### To Pay a Bill:

1. From **+New** button **Vendors** section, choose **Pay bills**.

The following Pay Bills window appears:


**Pay Bills**Help 

Payment account  
1005.00 Cash:General Checking  Balance \$10,737.48

Payment date  
08/04/2021


Starting check no.  
1  Print later

TOTAL PAYMENT AMOUNT  
**\$0.00**

Filter >Last 365 Days2 open bills 

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Ben E. Keith Dist.	12	08/14/2021	\$863.90	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	ComEd	1234	08/14/2021	\$2,537.06	Not available	<input type="text"/>	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00

0 bills selectedTotal payment (USD) 0.00< First Previous 1-2 of 2 Next Last >

CancelSave and close 

2. Use the **Payment account**, drop-down to choose the account from which the bill is to be paid.
3. Enter date the check was written in **Payment date**.
4. Enter first check number in **Starting check no.**, or click to  **Print later** box.  
**NOTE:** Make sure that the Starting check number is correct as the system will auto populate this field with the next check number.
5. Click on any column header to sort the way bills are listed.
6. To the left of **Payee**,  bills to be paid.  
If credits are available, they will show in **Credit applied** field. Zero out if no credit should be applied.  
The **Payment** will auto-populate with amount due, however, any amount may be entered.
7. Verify Total.
8. **Save and print** for checks to be printed immediately, **Save** or **Save and Close** for all others.

**\*NOTE:** Although your FRU uses computer printed checks, writing checks by hand may be necessary at times. For example, a beer vendor may ask for payment on delivery, requiring a hand-written check. Since the check amount is unknown when you obtain the President's signature, you must hand write it upon delivery. After which, be sure to enter/pay the bill.

- Make sure to enter the check number and click **Save and Close**.

## Print Checks

### When to Use

If you selected “Print later” and “Save” or “Save and Close” during bill payment, you decided to print the computer-generated check at a later time. When ready, the “Print checks” feature will enable you to print the desired checks.

### Pay Bills

Payment account: 1005.00 Cash:General Checking Balance \$10,737.48

Payment date: 08/04/2021

Starting check no.: 1  Print later

**Save and close**

### To Print a Check

Follow the steps below to print a computer-generated check.

1. From **+New** button **Vendors** section, choose **Print checks**.

### Print Checks

1005.00 Cash:Genera Balance \$6,336.52 0 checks selected \$0.00 Add check

Starting check no.: 3

Remove from list Sort by Payee Show all checks

<input type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input type="checkbox"/>	08/09/2021	Bill Payment (Check)	Ben E. Keith Dist.	\$863.90
<input type="checkbox"/>	08/09/2021	Bill Payment (Check)	First National Bank	\$1,000.00

Previous 1-2 Next

Cancel Print setup Order checks Preview and print

## Print Checks, cont'd

2. If a Memo needs to be printed on a check, click on the **PAYEE**(<sup>^</sup>) name, which will bring up the Bill Payment.
  - a. In the bottom left corner of the Bill Payment you will find the **Memo** box.
  - b. Enter the appropriate **Memo** information then click on **Save and Close**.
  - c. Go back to Step 1 of the Print checks process.

**Bill Payment #DC** Help ×

Payee: Moose Charities ▼ Bank/Credit account: 1005.00 Cash:General Checking ▼ Balance \$28,277.34 **AMOUNT PAID \$57.00**

Mailing address: Moose Charities, 155 S. International Drive, Mooseheart, IL 60539 Payment date: 04/10/2022 Ref no.: DC  Print later

Amount: 57.00

**Outstanding Transactions**

Find Bill No.  Filter > All ⚙️

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill # DC (03/31/2022)	04/10/2022	57.00	57.00	57.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply \$57.00  
Amount to Credit \$0.00

Memo

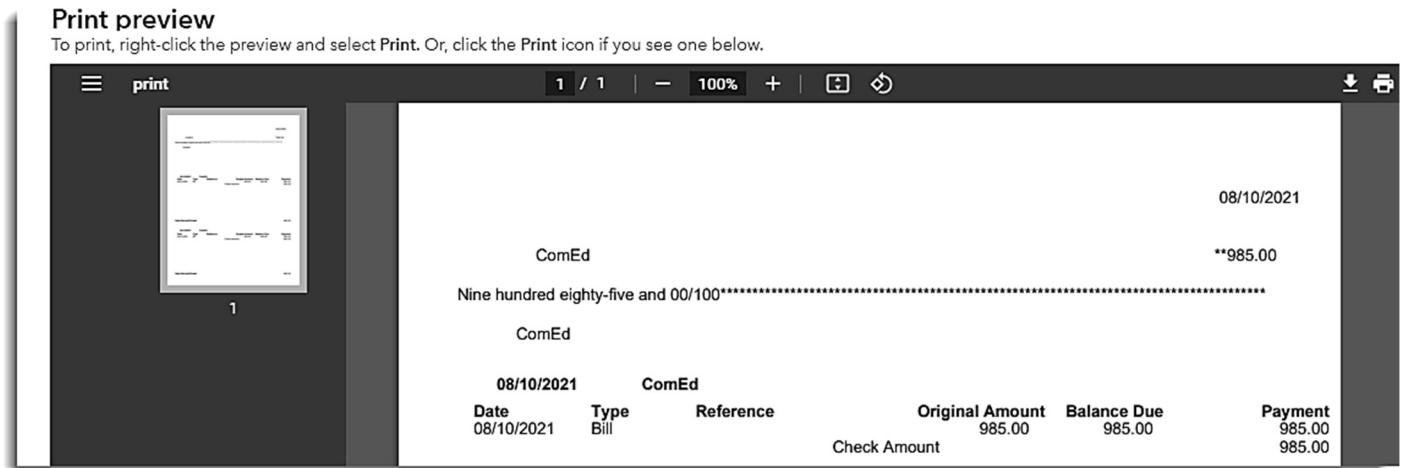
3. Enter the starting check number – the first check in the sequence.
4. Click the box to the left of the check or checks you wish to print.
5. Click **Preview and print**.



## Print Checks, cont'd

🖨️ Continue with the steps below to print a computer-generated check.

6. Review for accuracy and click on the printer icon or **Print**.



7. After printing, **Close** the print screen. The “Did your checks print OK?” window will appear.

8a. If the check did NOT print properly, choose from “Some checks need reprinting, starting which check number \_\_,” or “No, keep all checks in the Print Checks list.”

**Did your checks print OK?**

Yes, they all printed correctly

Some checks need reprinting, starting with check: 176 ▾

No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done

The check view will appear again – allowing you to print it again.

8b. If all printed correctly, leave the default “Yes, they all printed correctly”, click **Done**.

 **Pay Bills**

**Instructions:** Refer to Table 1 below to pay the bills that you entered previously in the ‘Enter Bills’ exercise.

**Table 1:** Pay Bills using the GENERAL CHECKING Account (#1005.00).

<b>Check #</b>	<b>Vendor Name</b>	<b>Ref. No. (Invoice #)</b>	<b>Payment Description</b>	<b>Bill Amount</b>	<b>Payment Account #</b>
1354	Ben E. Keith Dist.	12	Beer	\$ 52.91	1005.00 General Checking
1362	ComEd	1234	Electricity	\$ 127.16	1005.00 General Checking
<b>TOTAL Bills Paid:</b>				<b>\$ 180.07</b>	

## Transfer Funds

### When to Use

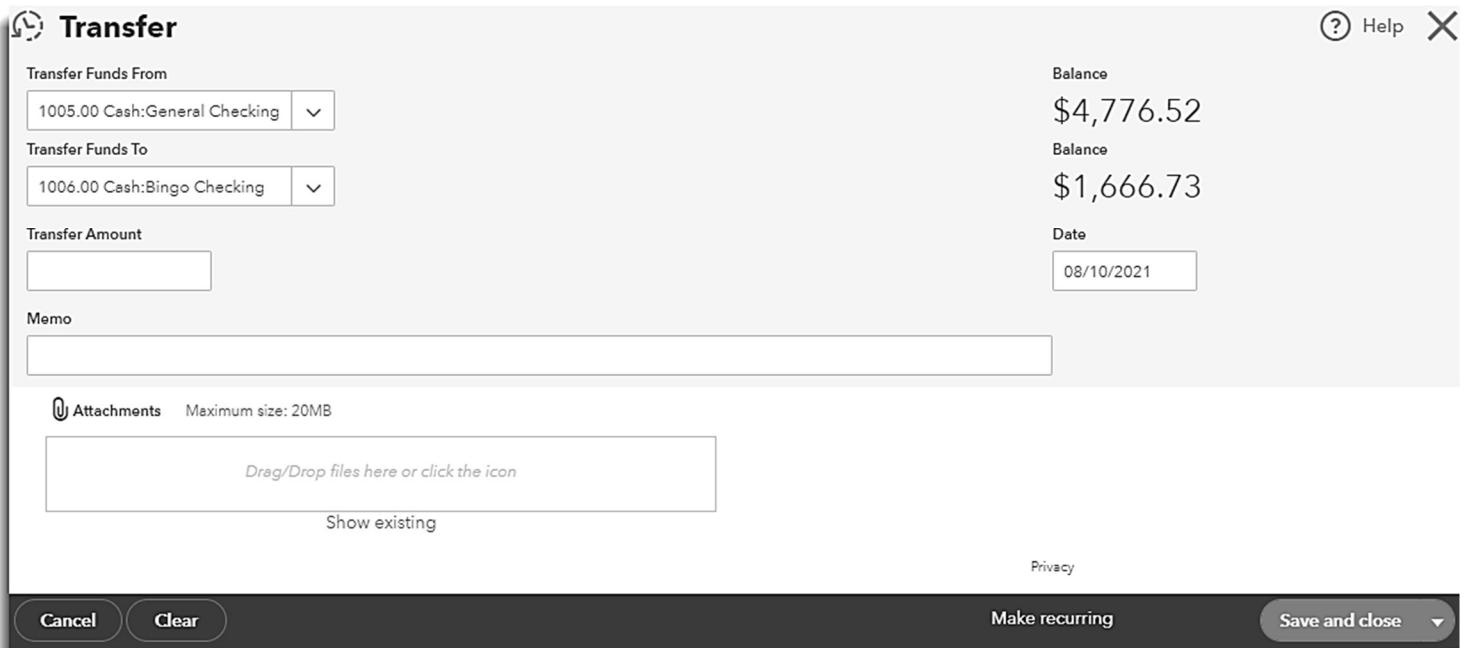
Transferring funds from one bank account to another bank account should be performed in a manner that will not inflate the income and expense account figures on the FRU's Profit & Loss Statements.

Transferring funds from one investment or savings account to another requires special dispensation from the Chief Compliance Officer. If this dispensation has been granted, funds can be transferred online or manually (by writing a check and making a trip to the bank). The *transfer method* used in QBO depends upon whether or not you are using online banking at your FRU.

### To Transfer Funds – Using Online Banking:

Follow the steps below, if your FRU uses online banking:

1. Connect to your **financial institution's website** and **complete the Transfer of Funds** in your Banking Accounts.
2. From **+New** button **Other** section, choose **Transfer**. The Transfer screen appears.




**Transfer** Help ✕

Transfer Funds From: 1005.00 Cash:General Checking ▼ Balance: \$4,776.52

Transfer Funds To: 1006.00 Cash:Bingo Checking ▼ Balance: \$1,666.73

Transfer Amount:  Date: 08/10/2021

Memo:

 Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Make recurring Save and close ▼

3. Drop-down to the account to **Transfer Funds From**. Note the Balance shown.
4. Drop-down to the account to **Transfer Funds To**. Note the Balance shown.
5. Enter the **Transfer Amount**.
6. Enter the **Date** the transfer was made.
7. In the **Memo** field, enter a message about the transfer.
8. Click **Save and new** to enter the transaction into QBO and enter another Transfer or Click **Save and close** to enter the transaction into QBO and close the window.



## Transfer Funds

---

**Instructions:** Refer to the table below and then transfer the funds via the QBO procedure. For purposes of this exercise, dispensation has been received.

<b>Transfer Amount</b>	<b>Transfer FROM Account</b>	<b>Transfer TO Account</b>
\$150.00	1005.00 – General Checking	1010.00 – Savings

## 4 – Monthly Close and Reports

---

### **Objectives:**

At the end of this lesson, you will be able to:

- Reconcile bank accounts prior to the 15<sup>th</sup> of every month
- Balance physical inventory value with QBO inventory value
- Create monthly reports – Balance Sheet and Profit & Loss Statements – for Officer meetings
- Recognize how QBO reports can be used to simplify financial reporting and analysis at your FRU

---

### **Topics**

The following topics are covered in this lesson:

- Reports Overview
- Reconcile Bank Statements
- Adjust Inventory Balance
- Create Monthly Reports
- Optional QuickBooks Online Reports

## Reports Overview

---

### Report Types

Several types of reports can be created to help analyze financial operations and/or trends at your FRU. Some reports are required by Moose International, some are not.

Procedures for generating *required reports* will be presented first; procedures for optional reports will follow.

---

### Required Moose International Reports

All FRUs' are required to generate two monthly reports, a Profit & Loss (P&L) Statement and a Balance Sheet. These reports to Moose International are emailed automatically on or before the 16<sup>th</sup> of every month for financial analysis.

---

### Preparing for Monthly Reports

Prior to the 16<sup>th</sup> of each month, it is critical that you complete the following tasks:

- Reconcile all bank accounts
- Adjust Inventory Balance – match physical inventory value with the QBO inventory value

**NOTE:** You will be able to create, view, or update a P&L and/or Balance Sheet anytime during the month; however, the changes will not be sent to Moose International if completed after the 16<sup>th</sup> of the month.

## Reconcile a Bank Account

---

### When to Use

All cash accounts (e.g., Checking, Bingo Checking, Savings) need to be reconciled prior to the 16<sup>th</sup> of each month. QBO provides a simple way to reconcile accounts to assure that your reports are accurate.

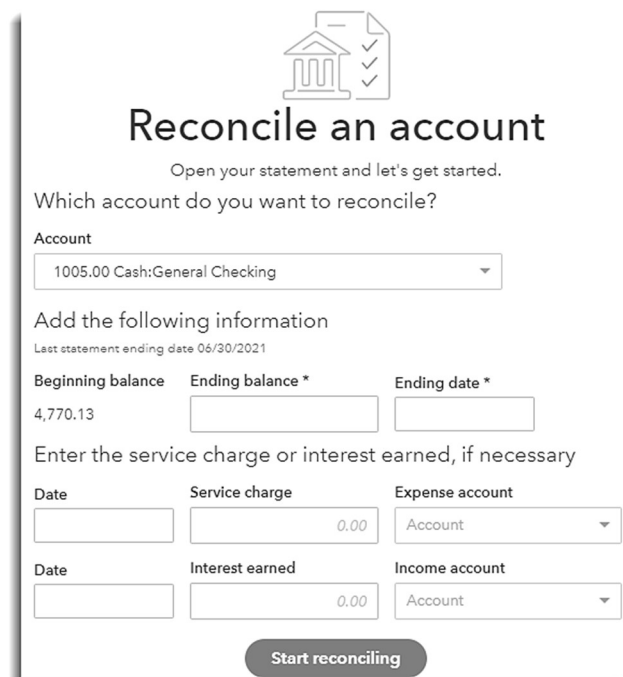
**NOTE:** Make sure to use the statement from the FRU's financial institution.

### To Reconcile a Cash Account

---

Follow the steps below to reconcile a bank statement in QBO:

1. From the **Side Menu>Accounting/Transactions** section, choose **Reconcile**.  
The Reconcile an account window appears:
2. In the **Account** field, drop down to select the Account to be reconciled (e.g., 1005.00 General Checking).  
**NOTE:** The beginning balance displays automatically. It should match the Beginning Balance on the bank statement. (If a red outlined box appears, stop & contact TM!)
3. Enter the **Ending balance** from the statement.
4. Enter **Ending date**.
5. If applicable, enter the following **Service Charge** details:
  - a. Date: date charge was applied to the account
  - b. Service Charge: amount of the charge
  - c. Expense Account: balance sheet expense account that will record the charge (Acct# 5405.00)
6. **If interest is earned** on the account, enter the following relevant information:
  - a. Date: date the interest was applied to the account
  - b. Interest Earned: amount of interest applied to the account
  - c. Income Account: balance sheet income account that will record the interest (Acct# 4400.00)
7. Click **Start Reconciling**. The Reconcile screen appears.



**Reconcile an account**  
Open your statement and let's get started.

Which account do you want to reconcile?

Account  
1005.00 Cash:General Checking

Add the following information  
Last statement ending date 06/30/2021

Beginning balance	Ending balance *	Ending date *
4,770.13	<input type="text"/>	<input type="text"/>

Enter the service charge or interest earned, if necessary

Date	Service charge	Expense account
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="Account"/>

Date	Interest earned	Income account
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="Account"/>

**Start reconciling**

(continued on the next page)

## Reconcile a Bank Account, cont'd

Continue with the steps below to reconcile a bank account:

Reconcile 1005.00 General Checking  
Statement ending date: March 31, 2009

\$836.25 3 PAYMENTS    \$11,573.73 3 DEPOSITS    \$0.00 DIFFERENCE

Edit info    Finish now

Statement ending date: March 31, 2009

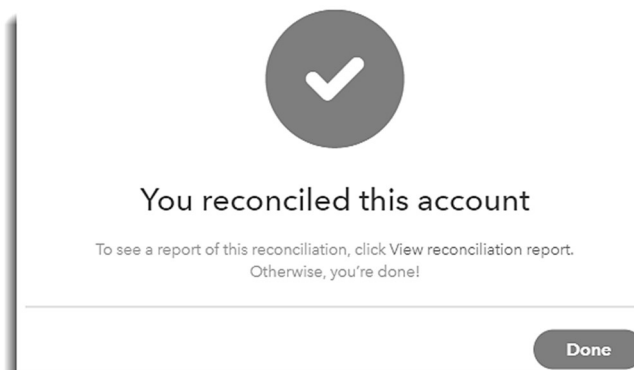
Payments    Deposits    All

DATE	REF NO.	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
03/01/2009			Funds Transfer		9,957.73
03/06/2009		SQ	Deposit		690.00
03/13/2009		SQ	Deposit		926.00
03/13/2009	150	Beam & Sons		486.25	
03/16/2009	151	Moose International		20.00	
03/29/2009	152	Beam & Sons		330.00	

8. The transaction-type pill button allows you to clear, or mark, transactions by type.
  - Choose Payments, to clear checks and payments appearing on your bank statement.
  - Choose Deposits to clear deposits found on the bank statement.
  - Choose **All** too clear all transactions – payments, checks and deposits - found on the bank statement.
9. Verify that the Difference is equal to 0.00.
  - **If, and only if**, the Difference amount is 0.00, click the **Finish now** button and continue with Step 10.
  - **If the Difference amount is not 0.00**, and you want to leave the Reconciliation screen, you may click on a menu button on the left side of the screen and the system will automatically save your progress.

**NOTE: NEVER force a reconciliation, the system will automatically create a balancing transaction in QBO. This will cause problems on subsequent reconciliations!**

10. A reconcile completion dialogue box will appear.
  - a. Click **Done**, OR to see a report
  - b. Click the blue **View reconciliation report**.





## Reconcile a Bank Account, cont'd

### Example Reconciliation Report:



Jefferson Moose Lodge 9999  
1005.00 General Checking, Period Ending 06/30/21

**RECONCILIATION REPORT**

Reconciled on: 08/11/2021

Reconciled by: Maureen Powelson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	10,099.95
Checks and payments cleared (74).....	-13,694.02
Deposits and other credits cleared (7).....	11,297.50
Statement ending balance.....	7,703.43
Register balance as of 06/30/2021.....	7,703.43

**Details**

Checks and payments cleared (74)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	029158		-168.00
06/14/2021	Bill Payment	029190		-105.00
06/14/2021	Bill Payment	029160		-294.24
06/14/2021	Bill Payment	029161		-88.20
06/29/2021	Bill Payment	29218		-46.53
06/30/2021	Bill Payment	29222		-237.02
06/30/2021	Bill Payment	29224		-674.95
06/30/2021	Bill Payment	29224		-51.99
06/30/2021	Bill Payment	29225		-129.66
06/30/2021	Bill Payment	29226		-100.00
06/30/2021	Bill Payment	29227		-303.99
06/30/2021	Bill Payment	0052		-659.80
06/30/2021	Bill Payment	0053		-774.26
06/30/2021	Bill Payment	0054		-78.92
Total				-13,694.02

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2021	Deposit			1,492.26
06/07/2021	Deposit			1,442.49
06/15/2021	Deposit			2,035.83
06/22/2021	Deposit			1,777.63
06/28/2021	Deposit			1,677.99
06/30/2021	Deposit			2,199.30
06/30/2021	Deposit			672.00
Total				11,297.50

**Note:** Remember, you must reconcile each of your Bank Accounts including Checking, Savings, CDs, Money Market, Etc.



# Reconcile a GENERAL CHECKING Account

---

**Instructions:** Review the Checking Account Bank Statement below and then reconcile the account per the statement transactions.

## 1<sup>ST</sup> National Bank of Jefferson

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**NOTE:**  
Set  
'Statement Date'  
to 6/30/21

### Checking

Account # 23566988987

Jefferson Moose Lodge 9999

### Checking Summary

<b>Beginning Balance</b>	<b>\$9957.73</b>
Deposits & Additions	1616.00
Check Paid	506.25
Other Withdrawals, Fees & Charges	0.00
<b>Ending Balance</b>	<b>\$11067.48</b>

### Deposits & Additions

Date	Description	Amount
6/06/2021	Deposit	\$690.00
6/13/2021	Deposit	926.00
<b>Total Deposits and Additions</b>		<b>\$1616.00</b>

### Checks Paid

Check Number	<u>Date Paid</u>	Amount
150	6/18	486.25
151	6/24	20.00
<b>Total Checks Paid</b>		<b>\$506.25</b>

## Adjust Inventory Balances

---

### When to Use

Prior to emailing monthly reports, a FRU's inventory balance (e.g., social quarters, bingo, and resale merchandise inventory) must be:

- Physically recorded by the Trustees and delivered to the Administrator.
- Adjusted in QBO to reflect the end of the month physical inventory. Inventory balance adjustments are made in the account general ledger (journal entries).
- \$ difference between the inventory account balance and physical inventory \$ amount.

---

### More About Inventory Accounts

The table below identifies the account number association between inventory accounts and Cost of Goods Sold accounts.

Inventory Account #	Cost of Goods Sold (COGS) Account #
---------------------	-------------------------------------

*Lodge Only:*

<b>Social Quarters Inventory</b> #1330.00 Beer Inventory #1335.00 Liquor Inventory #1340.00 Wine Inventory #1345.00 Misc. Bar Merchandise	<b>Social Quarters COGs:</b> # 5030.00 COGS – Beer # 5035.00 COGS – Liquor # 5040.00 COGS – Wine # 5045.00 COGS – Misc. Merchandise
<b>#1350.00 Kitchen Inventory</b>	<b># 5055.00 Kitchen Foods COGS</b>
<b>#1325.00 Gaming Inventory</b>	<b># 5555.00 Gaming Supply Expense</b>

*Lodge & Chapter:*

<b>Resale Merchandise Inventory</b> #1310.00 Resale Merchandise	<b>Cost of Goods Sold – Resale Merchandise</b> # 5005.00 COGS - Hats # 5010.00 COGS - Shirts # 5015.00 COGS - Coats # 5020.00 COGS - Miscellaneous
--	--

### Using Journal Entries

Journal Entries are used primarily to adjust an inventory balance. Journal entries for any other reason must be referred to your area Territory Manager, Chapter Advocate, Moose Legion Area Manager, or Financial Review Specialist (FRS).

# Adjust Inventory Balances

## To Adjust an Inventory Balance

1. From the **Side Menu > Accounting/Transactions** section, choose **Chart of Accounts**.
2. Click **View register** or Double-click the Inventory **Sub-account** number you wish to adjust the Dollar value of (e.g., 1335.00 Liquor Inventory). *The General Ledger Account screen for the selected Inventory account opens.*
3. Click **Add journal entry** found on the left, just below the **DATE** heading. You may need click on the dropdown arrow next to "Add deposit" found below the **DATE** heading, to find **Add journal entry**.

### Accounting

Chart of accounts    Reconcile

< Back to Chart of Accounts

Asset Register    1335.00 Inventory:Liquor In    ENDING BALANCE \$1,365.00    Reconcile

Go to: 1 of 1 < First Previous 1-1 of 1 Next Last >

▼ All

DATE ▲	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	✓ ☐	BALANCE
Add journal entry ▼							
08/12/2021	2	Payee	Memo	Decrease	Increase		
	Journal Entry	Account					
03/01/2009	1	3000.00 Opening Balance Equity	Deposit		\$1,365.00		\$1,365.00

Cancel    Save

4. In the **Date** field, click the **Calendar** Icon and select the Inventory Date (or manually enter the Inventory Date).  
**NOTE:** Date should be the last day in the month of the current monthly reports, or the date the physical inventory was taken.
5. Enter the words **"Monthly Inventory Adjustment"** in the Memo field.
6. Tab to the **Decrease** Column and enter the Dollar amount by which you wish to *lower* the Inventory Dollar Value, OR
  - a. Tab to the **Increase** Column and enter the Dollar amount by which you wish *to raise* the Inventory Dollar Value.
7. Tab to the **Account** field.
8. Enter the corresponding **Cost of Goods Sold** account number in the **Account** field.
9. Click the **Save** button.  
**NOTE:** The adjusted balance value will appear in the Balance column and the active field moves to the next available General Ledger line.



## Adjust Inventory Balance

---

**Instructions:** Assume inventory has been physically compiled to prepare for monthly report emails. Assume, also, that some inventory adjustments need to be made in the QuickBooks Online Chart of Accounts before the reports can accurately represent the FRU's financial data.

1. Refer to the Inventory Adjustment data below. Access the appropriate sub-account and its related ledger. Make the journal entry to reflect the inventory adjustment shown in the box below. Use the last day of the current Monthly Report as the Inventory Date.

---

### Resale Merchandise Inventory Adjustment

Enter the following monthly inventory adjustments.

#1310.00 Resale Merchandise Inventory

General Ledger Shows = \$ 153.18

Physical Inventory Shows = \$ 126.18

Decrease Account 1310.00 Dollar Value by = \$ 27.00

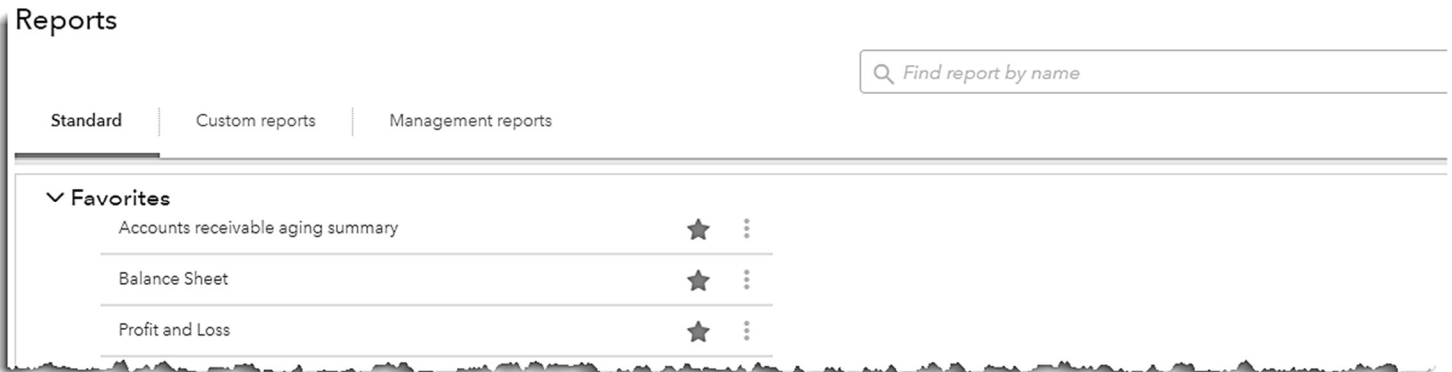
(#5020.00 COGS - Miscellaneous Account)

## Run/Email Monthly Reports

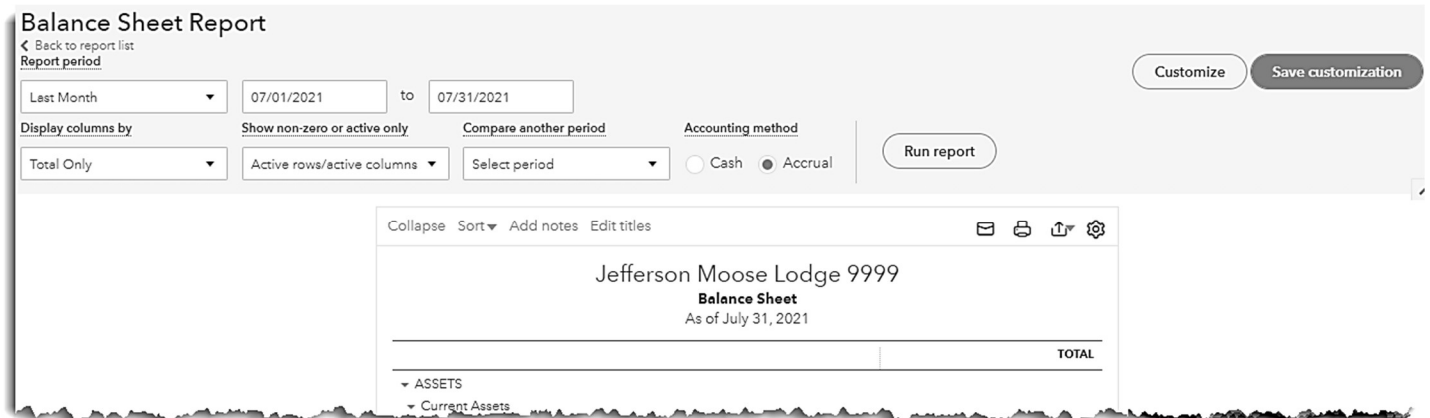
### To Run a Required Report




Follow the steps below to access financial reports to view, email, print or export.

1. From the **Side Menu > Reports** section, choose **Reports**.



2. From the **Favorites** section, click desired report. The report runs with previous month's data and appears.



3. a. Click  to print,  to email, or  to export the report to Excel or PDF.  
b. Scroll up to change the reporting parameters, including *Report period* or the display. Click **Run report** to see results with new parameters.

# Optional QuickBooks Online Reports

## Definition

QBO has a reporting function (and a series of default templates) that can, and should, be used for FRU operations. These reports are NOT required by Moose International, but can help to simplify FRU tasks or operations.

### To Create and View Reports:




Follow the steps below to create or view reports using the QBO reporting templates:

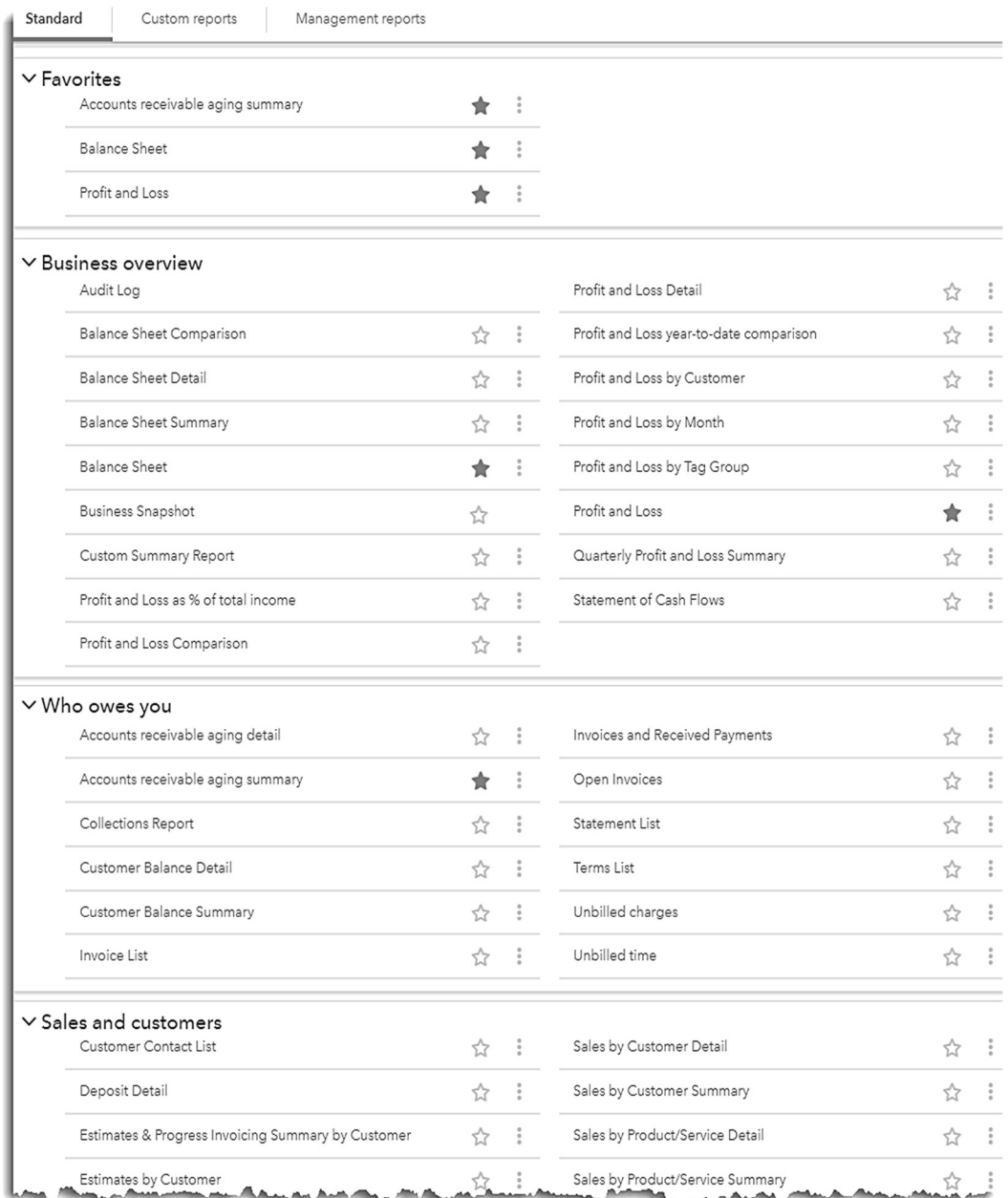
1. From the **Side Menu>Reports** section, choose **Reports**.

2. Choose a **report category** widget.

3. **View a report** by clicking once on the name.

4. If desired, scroll up to adjust the report time period, display, etc.  
Click **Run report**.

5. Choose to Print , Email , or Export  the report.



## Appendix A – Additional Processes & Procedures

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### Contents

Appendix A contains additional processes and procedures that you may have occasion to use when working with QBO at your FRU.

<b>Use this procedure...</b>	<b>To...</b>
Create Vendor Credit	Create a vendor credit for the Monthly Statement of Accounts (A/R billing) that include credits for online applications and fees if the total month's amount is negative or a credit to the FRU.  - <b>NOTE:</b> Includes practice exercises
<b>Refer to this process ...</b>	<b>To...</b>
Credit Card Sales Income Process	- Create a Sales Receipt to process Credit Card Income from sales/donations with Cash Income.  - Create a Sales Receipt to record Credit Card Merchant Service Deposits to a Bank Account.  - <b>NOTE:</b> Includes practice exercises
NSF (Non-Sufficient Funds or Bad Check Accepted) Process & Procedures	- Enter NSF check amount and related fees - Record repayment of NSF check amount and fees.  - <b>NOTE:</b> Includes practice exercises



# Create Vendor Credit

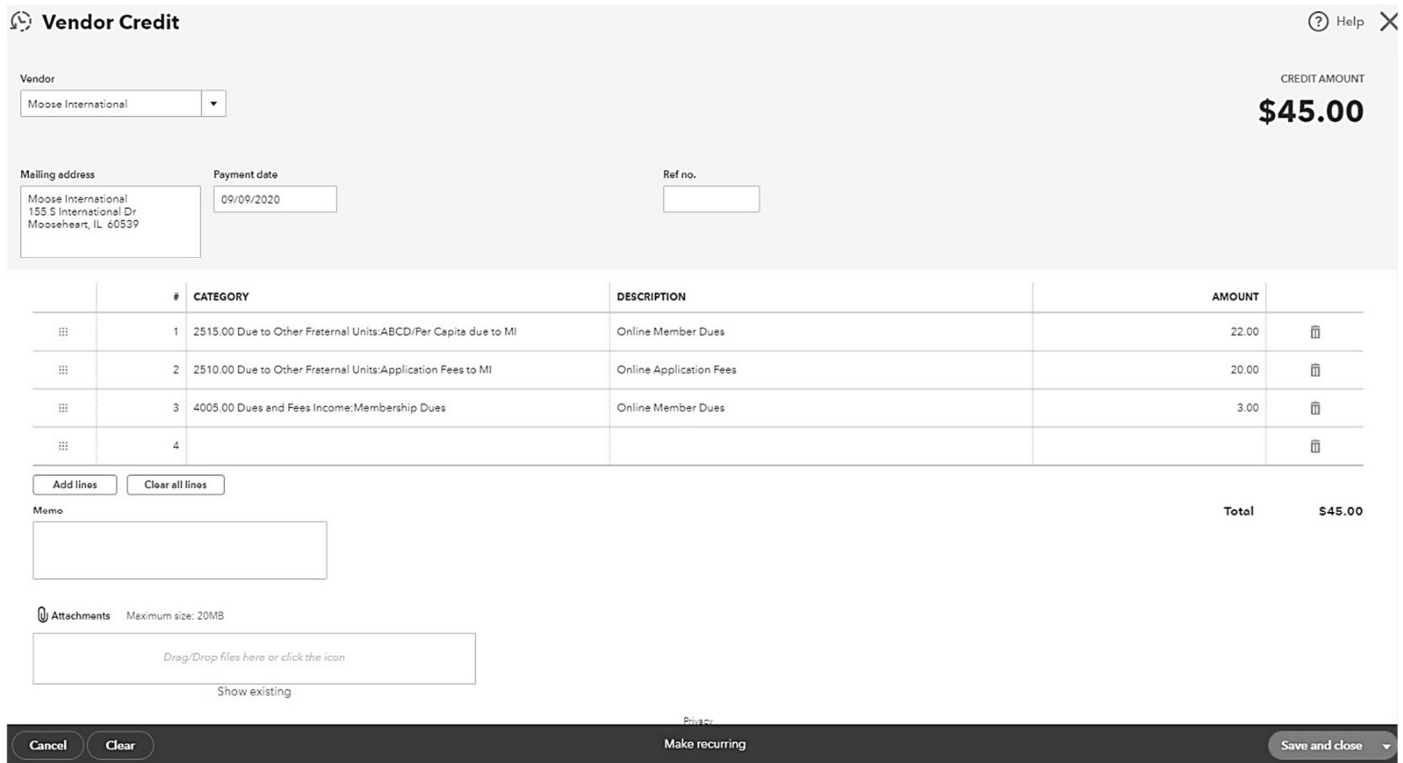
## When to Use

Vendor Credits are needed when a Vendor gives Credit towards purchases from the same Vendor at a later date or when the Moose International Statement balance for the month becomes a negative amount, so that the excess credit can be applied to a future Statement or Bill.

### To Create Vendor Credit:

Follow the steps below to create Vendor Credit:

1. From **+New** button **Vendors** section, choose **Vendor Credit**.



**Vendor Credit** ? Help X

Vendor:  CREDIT AMOUNT  
**\$45.00**

Mailing address:  Payment date:  Ref no.:

#	CATEGORY	DESCRIPTION	AMOUNT	
1	2515.00 Due to Other Fraternal Units:ABCD/Per Capita due to MI	Online Member Dues	22.00	
2	2510.00 Due to Other Fraternal Units:Application Fees to MI	Online Application Fees	20.00	
3	4005.00 Dues and Fees Income:Membership Dues	Online Member Dues	3.00	
4				

Memo:

Attachments Maximum size: 20MB

2. Drop-down to choose a **Vendor**.
3. Enter the date the vendor credit was issued in the **Payment date** field.
4. Enter the invoice number in **Ref No**.
5. In the **Category** field, select the account where the 1<sup>st</sup> credit item will be charged.
6. Add **Description**, if desired.
7. Enter the **Amount** of the 1<sup>st</sup> credit item.
8. Repeat steps 5-7 for all other items on the vendor credit (if applicable).
9. Verify **Total**.
10. **Save & Close**, or drop-down to **Save & New** if entering more vendor credits.



# Create Vendor Credit

---

## Instructions:

1. Refer to Table 1 below and then enter the unpaid Lodge bills.

*Table 1: Lodge Bills:*

Vendor (Bill Description)	Invoice #	Vendor Credit Amount	Vendor Credit Account #
Ben E. Keith Dist. (Beer)	15	-\$300.00	5030.00 - COGS Beer
ComEd (Electric Bill)	125255	-\$150.00	5610.00 - Electric Bill

2. Refer to Table 2 below to enter Risk Pool (Officer's Bond) and Member Services Fees payable to Moose International.

*Table 2: Moose International (MI) Consolidated Statement: 9999-03-21:*

MI Risk Pool (Officers Bond)	\$32.00	5485.00 - Officers Bond Exp.
MI (Member Services)	\$10.00	5481.00 - Support Svcs & Fees
Online Application Fee	-\$20.00	2510.00 – Application Fees to MI
Online Application Dues	-\$45.00	Split 2515.00 – ABCD/Per Capita to MI 4005.00 – Membership Dues

**Total: -\$23.00**

## ***Credit Card Sales Income Process***

---

### **When to Use**

All monies/receipts collected by an FRU must be matched up with QBO sales receipts. The Credit Card Income is a portion of the total sales from the register and must be removed from the amount of cash/checks that will need to be deposited in the bank, from the total reported income from the cash register. These receipts will be selected later on when deposits are made in QBO.

When a Sales Receipt is created, two things happen. The receipt amount is 1) applied to the proper QBO account, and 2) recorded in the QBO '1199.00 – Undeposited Funds' account. By entering the Credit Card Income as a negative on the Sales Receipt, the Credit Card Income is accounted for in another virtual account until the money is deposited into the physical bank account by the credit card merchant service, and the Cash/Check Bank Deposit amount is corrected, for the actual amount to be deposited in the physical bank account:

- The 1050.00 Credit Card Clearing bank account acts as the holding account for the credit card income that has not been deposited to the physical bank account.
- The 1199.00 Undeposited Funds account serves as a 'virtual safe' (holds money until deposits are made in QBO).
- After deposits are entered into your Checking Account:
  - Account 1199.00 will show a zero balance
  - Actual deposit amount will appear in your Checking Account
- Once the credit card merchant service has deposited the credit card income into your physical bank account: by creating another Sales Receipt with the 1050.00 Credit Card Clearing as the income account.
  - You will need to move the credit card income from the 1050.00 Credit Card Clearing bank account into the bank account that physically received the deposit.
  - Create another Sales Receipt with the 1050.00 Credit Card Clearing as the income account. This will act as the removal of the credit card income from the 1050.00 Credit Card Clearing account.
  - Use Bank Deposit to finalize moving the credit card income into the bank account where the credit card merchant service deposited the credit card income.

## ***Credit Card Sales Income Process - cont'd***

<b>Procedure</b>		<b>Examples</b>	<b>Notes</b>
<b>1</b>	<b>Create a Weekly Sales Receipt and enter the Credit Card Income as a negative.</b>	<ul style="list-style-type: none"> <li>▪ Creates the correct total amount of cash to be deposited.</li> <li>▪ Create splits in the Weekly Sales Receipt with different income totals from the register report and the Credit Card Income as a negative.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1050.00 Credit Card Clearing</li> </ul>
<b>2</b>	<b>Create a Sales Receipt to transfer the credit card income from the 1050.00 Credit Card Clearing Account to the bank account.</b>	<ul style="list-style-type: none"> <li>▪ Transfers the credit card income to the final bank account.</li> <li>▪ Amounts per line of the Sales Receipt are as positives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1050.00 Credit Card Clearing</li> </ul>
<b>3</b>	<b>Use Bank Deposit process to complete the transaction transferring the credit card income as a deposit into the correct bank account and making the transaction available for Reconciliation.</b>	<ul style="list-style-type: none"> <li>▪ Must use Bank Deposit to finalize transaction and make it available for Reconciliation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bank Account the credit card merchant service deposited into.</li> </ul>

### **To Create a Sales Receipt for Weekly Sales and Credit Card Income**

Go to Enter a Sales Receipt Page 22

### **To Use Bank Deposit for Weekly Sales and Credit Card Income**

Go to Make Deposits Page 31



## Credit Card Sales Income Process

---

**Instructions:** Refer to the table below to record Credit Card Income.

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<b>Sales Receipt</b>	<b>Income Source</b>	<b>Amount</b>
Weekly Sales	Beer Sales	\$50.00
	Wine Sales	\$10.00
	Credit Card Income	\$-20.00
	Total Cash Deposit	\$40.00
Credit Card Merchant	Credit Card Clearing	\$10.00
	Credit Card Clearing	\$20.00
	Credit Card Clearing	\$10.00

## ***NSF (Non-Sufficient Funds or Bad Check Accepted) Process & Procedures***

---

### ***Procedure Overview***

If you receive notice from your Bank that a check has been returned due to non-sufficient funds (NSF), you will need to post monies associated with the NSF activity. After the NSF funds have been collected (check amount and associated fees), you will then need to record those repayment transactions.

- Post the monies to the appropriate Bank account by creating an NSF Bill and Pay Bill to the Bank.
- Once the monies have been recovered, including the amount of the check, any bank charges and the inconvenience fee the lodge charges (if applicable), create a Sales Receipt.
- Deposit the monies at the bank and make a corresponding deposit in QBO.

## NSF Process & Procedures, cont'd

The table below identifies all of the QBO procedures associated with a FRU's NSF process. Examples and notes are included for each procedure. If you need to recall "how" to complete one of these procedures, refer back to the training manual lesson identified under each procedure name.

Procedure		Examples	Notes
1	<b>Create a Bill and Pay Bill for the NSF Check Amount and associated Bank fees</b>	<ul style="list-style-type: none"> <li>▪ Removes insufficient funds from Checking Account,</li> <li>▪ Create splits in the Bill to account for check amount and bank charge</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1005.00 Checking – Cash</li> <li>▪ 5405.00 NSF Fees</li> <li>▪ 5406.00 NSF Expenses</li> </ul>
2	<b>Create sales receipt for repayment of NSF Check Amount and fees</b>	'Create Sales Receipt' for repaid check amount, bank fees and any inconvenience fee charged by the lodge	Matches the 1105.00 NSF Check Amount, the 5405.00 Bank Fees, and the 4615.00 NSF Fees, if applicable.
3	<b>Enter repayment of NSF Check Amount and fees by Making NSF Bank Deposit</b>	'Create Bank Deposit' for repaid check amount, bank fees and any inconvenience fee charged	Matches the receipt created.

## **NSF Process & Procedures, cont'd**

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### **📄 To Create a Bill for NSF returned check from a Deposit**

Go to Enter Bills Page 34

### **📄 To Pay Bills for NSF returned check from a Deposit**

Go to Pay Bills Page 38

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# NSF Process & Procedures, cont'd

## To Create a Sales Receipt for NSF Check Repayment

1. From **+New>Customers**, click **Sales receipt**

**Sales Receipt #9** Settings Help X

Customer: Membership  Cc/Bcc: **AMOUNT**  
**\$155.00**

Send later

Billing address: Membership  09/04/2021  9

Create recurring sale

Tags  Manage tags

Payment method:  Reference no.:  Deposit to: 1199.00 Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	5406.00 NSF Expense	NSF Expense	1	100	100.00		<input type="checkbox"/>
2	5405.00 Bank Fees	Bank Fees	1	30	30.00		<input type="checkbox"/>
3	4615.00 - NSF Fees	Inconvenience Fee	1	25	25.00		<input type="checkbox"/>

**Subtotal** \$155.00

Message displayed on sales receipt Taxable subtotal \$0.00

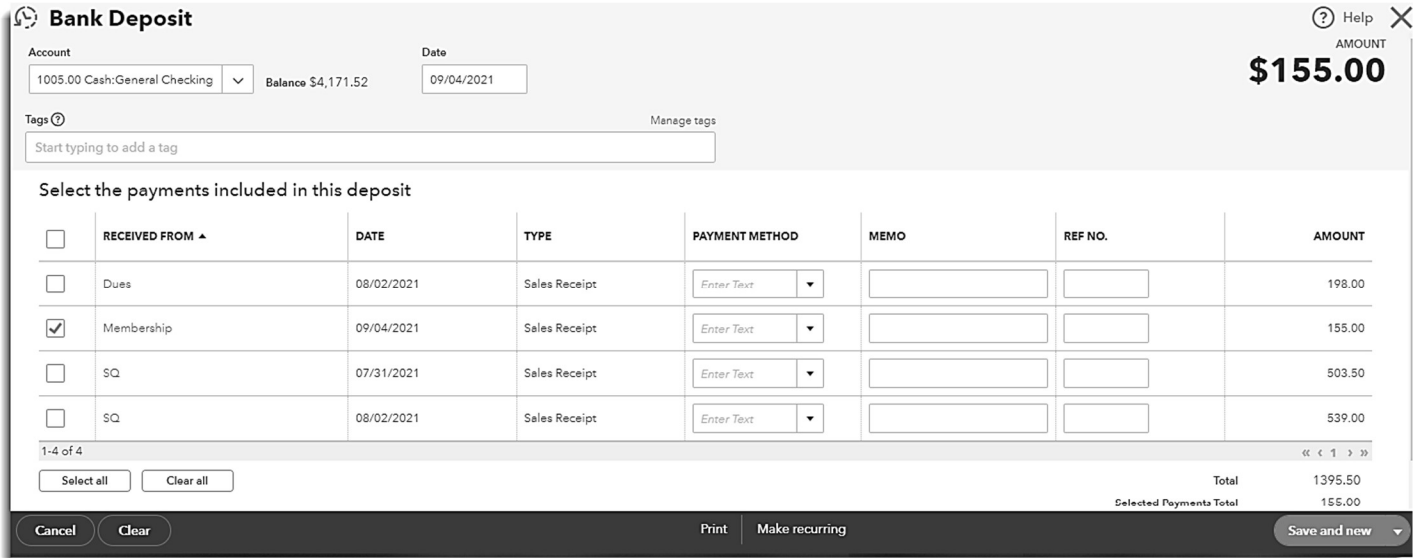
2. In **Customer** field, drop down to **Membership**
3. In **Date** field, enter the date you received repayment.
4. In the first **Product/Service** field, drop-down to 5406.00 NSF Expense
5. In **Amount** Field, Type the amount of the NSF Check
6. In a second **Product/Service** field, drop down to 5405.00 NSF Bank Fees
7. In **Amount** field, enter amount of Bank fees
8. In a third **Product/Service** field, drop down to 4615.00 NSF Fees if collected
9. In **Amount** field, enter amount of inconvenience fee collected by the lodge
10. Click **'Save & Close'**

# NSF Process & Procedures, cont'd

## To Create a Deposit for an NSF Check Repayment

Follow the steps below to create a deposit for repayment of an NSF check amount, bank fees and 'FRU inconvenience fees,' if applicable to your FRU.

1. From + **New>Other**, click **Bank Deposit**



**Bank Deposit** Help ×

Account: 1005.00 Cash:General Checking Balance \$4,171.52 Date: 09/04/2021 AMOUNT \$155.00

Tags: Manage tags  
Start typing to add a tag

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Dues	08/02/2021	Sales Receipt	Enter Text			198.00
<input checked="" type="checkbox"/>	Membership	09/04/2021	Sales Receipt	Enter Text			155.00
<input type="checkbox"/>	SQ	07/31/2021	Sales Receipt	Enter Text			503.50
<input type="checkbox"/>	SQ	08/02/2021	Sales Receipt	Enter Text			539.00

1-4 of 4 « < 1 > »

Select all Clear all Total 1395.50  
Selected Payments Total 155.00

Cancel Clear Print Make recurring Save and new

2. In **Account** field, drop down to **1005.00 General Checking**.
3. In **Date** field, enter the date you made the deposit at the bank.
4. Click the box to the left of the Sales Receipt created for the monies collected.
5. Click **Save and Close** or **Save and New** to make another deposit.



## Enter NSF Checks & Bank Charges

---

**Instructions:** Refer to the table below to practice entering NSF Checks and Bank Charges.

<b>Payee Name</b>	<b>Check Amount</b>	<b>Bank Charge</b>
Darrell Baker	\$50.00	\$10.00
James Thomas	\$75.00	\$10.00



## Enter Repayment of NSF Checks

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**Instructions:** Refer to the table below to record actual amounts repaid for NSF Checks.

<b>Payee Name</b>	<b>Re-Paid NSF Check Amount</b>	<b>Re-Paid Bank Charge</b>	<b>Lodge Inconvenience Fee Paid</b>
Darrell Baker	\$50.00	10.00	10.00
James Thomas	\$75.00	10.00	10.00